

ભાઈઓ
તેમજ બહેનો
માટે

Admission Open - 2020-21

શું આપ પ્રોફેશનલ ક્ષેત્રે કારકિર્દી બનાવવા માંગો છો...!!

તો આવો B.Voc અથવા Diploma કોર્સમાં જોડાઈ આપનું ભવિષ્ય ઉજ્જવળ બનાવો ...!!

UGC - MHRD, નવી દિલ્લી માન્ય છેલ્લે અનુદાનિત સ્કીલ બેઝ્ડ 3 વર્ષ ડીગ્રી કોર્સોસ તેમજ ૧ વર્ષના ડીપ્લોમાં કોર્સ

B.Voc (Bachelor of Vocation)

સમયગાળો-3 વર્ષ, ફૂલ ટાઇમ કોર્સ

Diploma Course

(1st Year Full Time)

ક્રમ	કોર્સનું નામ	વ્યવસાયિક તકો	ફી
૧	બેન્કિંગ, ફાયનાન્સિયલ સર્વિસીઝ અને ઈન્ફોર્મેશન કો-ઓપરેટીવ ઇન્ડસ્ટ્રીઝ, NBFC	બેંક ફાયનાન્સિયલ સર્વિસીઝ, ઈન્ફોર્મેશન NBFC, કો-ઓપરેટીવ ઇન્ડસ્ટ્રીઝ, NBFC	૪૦૦૦/-
૨	એક્સપોર્ટ એન્ડ ઇમ્પોર્ટ મેનેજમેન્ટ	કંપની, રેપ્રિઝન્ટેશનલ એક્સપોર્ટ હાઉસિંગ, કરમ ક્લીયરિંગ હાઉસિંગ, માર્કેટિંગ, બેંક ડેપોઝિટ, ટ્રાન્સપોર્ટ કંપની, લોજિસ્ટિક કંપની, કાર્ગો એન્ડ રીસેપ્શન ઓફ ફોરેન ટ્રેડ ફોરમ એક્સપોર્ટ સર્વિસીઝ, ફાયનાન્સિયલ ઇન્ડસ્ટ્રીઝ, આ.ટા. વેપારમાં ફાયનાન્સ કરતી બેંકો	૪૦૦૦/-
૩	પેટર્નલ કલ એન્ડ નર્સિંગ	સરકારી હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી ક્લીનિકલ નર્સિંગ હોમ, રીટેન્ડેન્ટ હોમોપેથી સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, હાર્ડિયન રેડક્રોસ સોસાયટી, હાર્ડિયન નર્સિંગ કમિનિસ્ટ્રી, નર્સિંગ ઇન્ડસ્ટ્રીઝ, પ્રાઇવેટ, હેલ્થ વર્કર	૧૦૦૦૦/-

પ્રવેશ લાયકાત :- કોઈપણ પ્રવાહ અથવા માન્ય શૈક્ષણિક બોર્ડમાંથી ધોરણ -૧૨ પાસ

જરૂરી ડોક્યુમેન્ટ્સ :- ધોરણ - ૧૨ પાસ કરવા સ્નાતક કે અનુસ્નાતકની માર્કશીટ નકલ-૨, ફોટો, આધારકાર્ડની નકલ-૨, એલ.સી.ની નકલ-૨, જાતિની દાખલે નકલ -૨ કોમી

SC/ ST/OBC અને PWD કેટેગરીના વિદ્યાર્થીઓને સરકારી સહાયનો લાભ

કોઈપણ વયની વ્યક્તિ સદર કોર્સમાં પ્રવેશ મેળવી શકે છે.

સંપર્ક સુત્ર

ડીપાર્ટમેન્ટ ઓફ સ્કીલ સ્ટડીઝ, શ્રીમતી એમ.એમ. શાહ મહિલા આર્ટ્સ કોલેજ,
એન. સી. દેસાઈ પેટ્રોલપંપ સામે કડી- કલોલ હાઇવે રોડ, કડી ● સમય : સવારે ૯ થી ૨

મોબાઈલ નં. : ૯૭૩૭૧૭૫૪૯૭, ૯૯૦૪૧૯૯૦૨૦, ૮૪૯૦૯૨૩૨૨૭, ૯૭૧૪૭૭૦૦૩૬, ૮૧૬૦૭૧૯૭૨૫, ૯૯૨૫૦૩૨૪૨૧

E-mail : nripathinatal@gmail.com

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તેમજ બહેનો
માટે

ક્રમ	કોર્સનું નામ	વ્યવસાયિક તકો	ફી
૧	બેન્કિંગ	બેંક ફાયનાન્સિયલ સર્વિસીઝ, ઈન્ફોર્મેશન NBFC, કો-ઓપરેટીવ ઇન્ડસ્ટ્રીઝ, NBFC	૩૦૦૦/-
૨	નર્સિંગ	સરકારી હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી ક્લીનિકલ નર્સિંગ હોમ, રીટેન્ડેન્ટ હોમોપેથી સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, હાર્ડિયન રેડક્રોસ સોસાયટી, હાર્ડિયન નર્સિંગ કમિનિસ્ટ્રી, નર્સિંગ ઇન્ડસ્ટ્રીઝ, પ્રાઇવેટ, હેલ્થ વર્કર	૧૦૦૦/-
૩	વેબ ડિઝાઇનિંગ એન્ડ એપ્લિકેશન	IT સોફ્ટવેર અને વેબસાઇટ કંપની, ખાનગી, ખર્ચકર કંપની, ફ્રી લેન્સર	૩૦૦૦/-
૪	બ્યુટી એન્ડ વેલનેસ	ફિલ ઇન્ડસ્ટ્રીઝ મેકઅપ આર્ટિસ્ટ, બ્યુટી શેરપીસ્ટ, વેલનેસ સેન્ટર, ફેશન બ્યુટીસિયન ઇન્ડસ્ટ્રીઝ	૩૦૦૦/-
૫	સોગા, ફિટનેસ એન્ડ નેચરોપથી	સોગા ઇન્સ્ટ્રુક્ટર, સોગા શેરપીસ્ટ, સોગા એડવાઇઝર, સોગા સોલ્યુશીસ્ટ, સોગા ટ્રીચર, સરકારી, પ્રાઇવેટ ઇન્ડસ્ટ્રીઝ, નેચરોપથી પ્રેક્ટીસ	૩૦૦૦/-
૬	ફેશન ડિઝાઇનિંગ એન્ડ ટેલરિંગ	ફેશન ડિઝાઇનર, ફેશન સ્ટાઇલિસ્ટ, સીટેલ મેનેજર, ટેક્સટાઇલ ડિઝાઇનર, ફેશન બ્લોગર	૩૦૦૦/-



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 17/6/2020

Circular

This is to inform you all Faculty that the IQAC of the college organizes one Year Diploma in Vocation on Banking on 22nd June 2020 30 April 2021 All Students of the college are hereby directed to attend the same.


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

To,

1. All Teaching Staff of the College
2. Notice Boards
3. Circulation in Classrooms
4. Guard File



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website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P - 2020-21

Date : 26/6/2020

Invitation Letter

To,

Viral Kanudavala

Professor Law College

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina.M.Patel

Principal

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



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Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-24

Date : 20/6/2020

To,

Viral Kanudavala

Professor Low College

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Banking appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

Hina M. Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Prim. Dr.Hina M. Patel
(M) 9925032421
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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P - 2020-21

Date : 20/6/2020

Invitation Letter

To,
Dr.Hina.M.Patel
Principal
Maniben M.P.Shah Mahila Arts College Kadi

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22june 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina.M.Patel
Principal


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
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website : www.mpedusocikadi.org

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Ref. No. P-2020-21

Date : 20/6/2020

To,

Dr.Hina.M.Patel

Principal


Maniben M.P.Shah Mahila Arts College Kadi

Dear Madam,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22june 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Banking appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

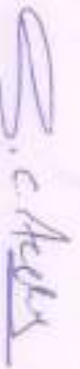

Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.M. SHAH MAHILA ARTS COLLEGE, KADI

Diploma in Vocation B.voc 2020-21

Day	Time	Course	Class room	Faculty
Monday	1:00 to 4:00	Beauty & wellness	20	Dalwadi Saraswati.D
Tuesday	1:00 to 4:00	Banking	12	Dr.Hina.M.Patel & Viral Kamudavala
Wednesday	1:00 to 4:00	Fashion Designing & Tailoring	11	Halima & Jagruti Vaghela
Thursday	1:00 to 4:00	Yoga Fitness & Naturopathy	Sports Room	Akshay bhai
Friday	1:00 to 4:00	Web designing & Animation	14(Computer Lab)	Amarsinh Parmar & Pooja Raval

IQAC Co-ordinator Sing



Principal Sing

Principal

Smt. M.M. Shah Mahila Arts College

Kadi- (N.G.) -362715

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES

ADMISSION IN BANKING

STUDENT LIST 2020-21

Sr.no	Name			
1	DESAI VAGHAJBHAI BALDEVJBHAI			
2	KARNIK PARAS PRABHAKAR			
3	MEMAN FARAHINBANU RAFIKJBHAI			
4	PATEL JAGRUTIBEN NARASINHBHAI			
5	PATEL SANDIPKUMAR AMBALAL			
6	PRAJAPATI CHINTAN BHARATBHAI			
7	PRAJAPATI HINABEN KANUBHAI			
8	PRAJAPATI RAJANIKABEN ASHOKKUMAR			
9	SOLANKI ASHABEN NARANBHAI			
10	SONI MILANKUMAR LABHCHANDRA			
11	THAKOR VARSHABEN ISHVARBHAI			
12	PATEL MEENA MANSUKHLAL			
13	DESAI NEETABEN			
14	GOSWAMI DHARMKIRI JAGDISHGIRI			
15	KORI ARUNKUMAR CHANDRASHEKHAR			
16	SHAH APURVA VIJAYKUMAR			
17	SHAH DHAVAL KUMAR CHIMANLAL			
18	SHAH HARSHIL VIJAYKUMAR			

B.Voc programme
Syllabus

Subject: Meeting, conference and event planner Level 5

S. No.	Details	
1	THC/N4401 Introduction to Meeting, conference and event planning <ul style="list-style-type: none">➤ overview of the event industry➤ Skills required for an event planner➤ Different types of events:<ul style="list-style-type: none">• religious, musical, sporting, personal and private, political and government, commercial and business, corporate, special events and leisure events	
2	THC/N4401 What customer wants? <ul style="list-style-type: none">➤ Welcoming the customers➤ Understanding customers demand and clients needs regarding the dates, location and type of event/ conference/meeting➤ Understand the purpose of the event/conference/ meeting➤ Identifying the target audience for whom the event/conference/meeting is held➤ Understanding the budget constraint from the customers➤ Type of allied services required like catering, accommodation, provision of stalls, registration counters etc.➤ Identifying the audio visual requirements➤ Understanding the type of stage and set up and Entertainment services required➤ Creation of a draft budget and estimating the costs as per customer requirements and expectations➤ Provision of rough estimate to customers➤ Offering various suggestions to the customers to help them decide on their needs➤ Handling enquiries from other customers	

3	<p>THC/N4402 Conference/ meeting planning</p> <ul style="list-style-type: none"> ➤ Identifying the purpose of the conference/ meeting ➤ Identification of location ➤ Collecting resources based on requirement ➤ Creating a contract with the customer listing all the requirements ➤ Understanding the needs of the customer in relation to the support services required 	
4	<p>THC/N4402 Conference/ meeting organising</p> <ul style="list-style-type: none"> ➤ Identifying the target market ➤ Sending invitations to guests ➤ Identifying accommodation, catering, audio visual requirements ➤ Arranging for registration signs, badges, presentation and support material ➤ Arranging for security, car parking, valet parking if required ➤ Arranging for media if required ➤ Coordination with the customer service staff ➤ Inspection of facilities and logistics ➤ Planning the budget sheet, costing for all services 	
5	<p>THC/N4403 Event planning</p> <ul style="list-style-type: none"> ➤ Identifying the aims and objectives presented by the clients for the event ➤ Understanding the theme of the event ➤ Setting specific benchmarks / standards according to event management company policy for developing event/conference/ meeting ➤ Collecting relevant data from all the key areas that support the event/ conference/ meeting according to customer requirement ➤ Conducting a feasibility study for the viability of the event 	
6	<p>THC/N4403 Event organizing</p> <ul style="list-style-type: none"> ➤ Planning an event proposal Communicating with the customer about the constraints from the other stakeholders that affect the event ➤ Suggesting innovative and creative ways of planning the event by improving and adding on to the customer requirements and expectations ➤ Creation of an event team which will support the event planner ➤ Communicating with the event team and colleagues in the company regarding the event ➤ Planning for approvals, licenses and insurances ➤ Planning for any legal requirements for the event in accordance with the company policy ➤ Budgeting for the event with estimated costs ➤ Planning for event marketing ➤ Planning for event sponsorship if required 	
7	<p>THC/N4404 Event/conference / meeting implementation and evaluation</p> <ul style="list-style-type: none"> ➤ Confirmation of the planned arrangements with the client ➤ Inspection of the facilities after the set up and design ➤ Supervising the event preparation ➤ Communicating with the event team for any changes ➤ Update the customer of the plans ➤ Maintain a detailed list of accounts to be submitted at the end to the customer ➤ Monitor the progress of the event 	

	<ul style="list-style-type: none"> ➤ Preparation of checklists to see if the event is progressing as scheduled ➤ Record the details of the events for future reference ➤ Supervise the closing activities ➤ Coordinate with the cleaning team ➤ Collect the payment from the client ➤ Collect feedback from the customer ➤ Handling customer complaint ➤ Making a report of the event for company 	
8	<p>THC/N9901 Communicating with customers, superiors and colleagues</p> <ul style="list-style-type: none"> ➤ Identify customer needs by asking questions ➤ Have good knowledge on product and services and brief the customer clearly on them in a polite and professional manner ➤ Build friendly but impersonal relationship with the customers ➤ Use appropriate language and tone and listen actively ➤ Show sensitivity to gender/ cultural and social differences ➤ Understand customer expectations and provide appropriate product/services ➤ Understand customer dissatisfaction and address their complaints ➤ Maintain proper body language and dress code ➤ Communicate clearly and effectively with the guest ➤ Inform the customers on any issues and developments involving them ➤ Respond back to the customer immediately ➤ Up selling/promoting suitable products and services ➤ Seek feedback from customers ➤ Explain terms and conditions clearly ➤ Use appropriate titles and terms of respect ➤ Handle customer grievances professionally ➤ Offer friendly, courteous and hospitable service to the customers ➤ Provide assistance with sincere attitude ➤ Achieve 100% customer satisfaction ➤ Receive job order and instructions from reporting superior ➤ Escalate unresolved problems or complaints to relevant superior ➤ Understand work output requirements, targets, performance indicators and incentives ➤ Deliver quality work and report anticipated delays with reason ➤ Document the completed work ➤ Show trust, support and respect to all colleagues and assist them with information and knowledge ➤ Try to achieve smooth overflow ➤ Identify the potential and existing conflicts with colleagues and resolve them ➤ Seek assistance from colleagues when required ➤ Pass on essential information to colleagues in a timely manner ➤ Behave responsibly and use polite language with colleagues ➤ Interact with colleagues from different functions to understand their nature of work ➤ To understand teamwork, multi tasking, co-operation, co- ordination and collaboration 	4

	➤ Lookout for any errors and help colleagues to rectify them	
9	<p>THC/N9902 Customer centric and Service quality requirements</p> <ul style="list-style-type: none"> ➤ Understand target customers, their profiles and needs ➤ Build good rapport with the customer ➤ Understand the market trends ➤ and customer expectations by discussing the same with frequent customers ➤ Seek feedback and rating from customer ➤ Use customer oriented behaviour to gain loyalty and satisfaction ➤ Be friendly but not familiar with guest ➤ Ensure fair and honest treatments to customers ➤ Enhance company's brand value ➤ Read customer expectations and ensure they are met ➤ Readily accept and implement new ideas to improve customer satisfaction ➤ Communicate customer feedback to superior ➤ Offer promotions to improve product satisfaction ➤ Consult with senior on unscheduled customer requests 	
10	<p>THC/N9903 Business etiquettes</p> <ul style="list-style-type: none"> ➤ Greet, welcome and address the customer appropriately ➤ Maintain pitch and tone of voice while speaking to customers ➤ Maintain high standards of practice and transparency in pricing ➤ Answer the telephone ➤ Communicate appropriately with the customer Dress professionally ➤ Maintain personal integrity and ethical behaviour ➤ Maintain personal grooming and positive body language ➤ Demonstrate responsible and disciplined behaviour ➤ Escalate grievances to appropriate authority 	
11	<p>Achieving customer satisfaction by hospitable conduct</p> <ul style="list-style-type: none"> ➤ Use appropriate titles and terms of respect ➤ Handle customer grievances professionally ➤ Offer friendly, courteous and hospitable service to the customers ➤ Provide assistance with sincere attitude ➤ Achieve 100% customer satisfaction ➤ Understand customer loyalty and brand value 	
12	<p>THC/N9904 Services and facilities specific to age / gender / special needs</p> <ul style="list-style-type: none"> ➤ Educate tourists, employers and colleagues at work place on women's rights ➤ Ensure that the customer feels safe ➤ Be aware of customer unique needs ➤ Know the facilities and services specific to gender and age ➤ Co-ordinate with team to meet these needs ➤ Educate customers about entertainment programs for children, basic safeguard procedures for senior citizens ➤ Arrange for transport and equipment as required by senior citizens ➤ Understand availability of medical facilities/doctor ➤ Understand women rights and company's policies regarding them ➤ Know special facilities available for women colleagues and customers ➤ Inform about methods to ensure safety and security of women ➤ Provide comfortable and safe environment for female customers 	

	<ul style="list-style-type: none"> ➤ Maintain compliant behaviour etiquette while dealing with women ➤ Treat women equally and avoid discrimination ➤ Ensure safety and security of female colleagues and customers at all levels ➤ Establish policies to protect women from harassment ➤ Involve women in decision making process 	
13	<p>THC/N9905 Ethics, policies and confidentiality of customer</p> <ul style="list-style-type: none"> ➤ Understand company policies ➤ Understand company products and services ➤ Understand the human resource policies of the company ➤ Know the roles and responsibilities of the hierarchy and the reporting structure ➤ Understand the customer profiles ➤ Understand the competition ➤ Know about the grievance procedures of the company ➤ Ensuring maintenance of company customers records ➤ Understanding the ethics and code of conduct of the company ➤ Ensuring safe business practices to be followed by all staff and management ➤ Follow ethics policy of the company 	
14	<p>THC/N996 Health and Hygiene</p> <ul style="list-style-type: none"> ➤ Keep the workplace clean ➤ Identify waste and ensure its disposal ➤ Ensure waste bins are cleared everyday ➤ Point out requirements for pest control ➤ Ensure work place has fresh air supply and sufficient lighting ➤ Ensure maintenance check of air conditioners and other mechanical equipment in the department ➤ Ensure adequate supply of cleaning consumables Hand wash procedure ➤ Understand personal hygiene Understand dental hygiene ➤ Understand cross contamination and how to prevent it ➤ Report on personal health issues ➤ Ensure procedures such as covering the mouth and turning away from people while coughing and sneezing ➤ Maintain availability of clean drinking water ➤ Get appropriate vaccinations regularly ➤ Undergo preventive health check up and treat all illnesses promptly 	

Course Curriculum for B.Voc. in Financial Market and Services

Introduction: - Colleges have started adopted Skill based education and degree courses As per the same, the course curriculum is a combination of Skill Component Credits and General Education Credits. The curriculum and assessments for the Skill Component Credits are to be offered by the Sector Skill Council. The Skill Component comprises of 60 % of the Credits and assessment process. Under the UGC guidelines for credit calculations, one credit would mean equivalent of 15 periods of 60 minutes each or 15 hours. The Skill Credit Component should be 36 credits or equivalent to 540 hours during the entire year. This document, seeks to outline the course content for such 36 credits.

Broad Course Outline – Skills

Course Name: B.Voc. in Financial Market and Services

Year	Semester	Course Name	Hours/Equivalent Hours/Credits	NSQF Level	Evaluation Responsibility
1	1	Business Correspondent	120 (8)	4	SSC
1	1	Mutual Fund Agent	240 (16)	4	University/ College
1	2	Dealer - BFSI	180 (12)	5	SSC
		Total Year 1	540 Hours		
2	1	Financial Inclusion Officer	240 (16)	6	SSC
	2	Compliance Officer	120 (8)	6	University/ College
	2	Practical Training 360 Hours	180 (12)	6	Covered in Viva voce
		Total Year 2	540 Hours		
3	1	International Trade Finance	150 (10)		SSC
	1	Practical Training 240 Hours	120 (8)	7	Covered in Viva voce
	2	Credit Administration and Monitoring Manager	120 (8)		University/ College
	2	Practical Training 300 Hours	150 (10)	6	Covered in Viva voce
		Total Year 3	540 Hours		

The above Curriculum is for 36 Credits each year

Detailed Curriculum Skills for B.Voc. in Financial Market and Services

Year 1 – Semester 1 – Banking Correspondent

Sr. No.	Module	Key Learning Outcomes
01	Basics of banking, types of banking Accounts, Interest Rates.	<ul style="list-style-type: none"> ➤ Understanding what is banking, history, types of banks in India. ➤ Appreciate role of banks in the economy, the importance of trust. ➤ Get an overview of banking functions-Intermediary, payment mechanism, financial services. ➤ Understand the difference between different types of deposits in the Bank. ➤ Understand different interest rates for different products in the bank.
02	Know your customer Documents and Procedures	<ul style="list-style-type: none"> ➤ Understand what KYC is. ➤ Identify what documents are required for KYC. ➤ State alternatives in case certain documents are not available.
03	Form Filling–Manual and Electronic	<ul style="list-style-type: none"> ➤ Understand various forms. ➤ Be able to fill various forms independently.
04	Account Opening Process	<ul style="list-style-type: none"> ➤ Facilitate account opening, filling up of forms, KYC formalities. ➤ Facilitate filling up of loan application forms and submission of necessary documents ➤ Facilitate opening of fixed deposits, advice regarding micro insurance and investment products. ➤ Handle queries, follow up to resolve complaints. ➤ Coordinate for submission of documents, verification, and account opening. ➤ Communicate account details to the customers, handover deliverables like smart card/debit card.
05	Cheque acceptance and pay-in-slip process	<ul style="list-style-type: none"> ➤ Understand what a cheque is. ➤ Know dos and don'ts of cheque. ➤ Understand validity of cheque and what makes a cheque invalid. ➤ Know how to fill a pay in slip. ➤ Identify errors and mistakes in filling a pay in slip.
06	Banking in the digital era	<ul style="list-style-type: none"> ➤ Understand Digital Banking. ➤ Be aware of what services can be available online. ➤ Learn how to navigate various websites of banks.
07	Understanding wallets, BHIM, UPI	<ul style="list-style-type: none"> ➤ Know rules and regulations around wallets.

		<ul style="list-style-type: none"> ➤ Be able to transfer money to wallets ➤ Be able to transfer money from wallets to bank accounts. ➤ Be able to make payments from wallets. ➤ Be able to receive payments from wallets. ➤ Understand UPI and BHIM. ➤ Be able to operate and use UPI and BHIM.
08	Understanding NEFT/ RTGS	<ul style="list-style-type: none"> ➤ Know what is NEFT, RTGS and IMPS. ➤ Know the limits and timelines around each of the above. ➤ Should be able to use each of the above independently.
09	Risks in Online Banking	<ul style="list-style-type: none"> ➤ Know about the risks in online banking. ➤ Use of passwords, strong passwords, weak passwords. ➤ Know why passwords should not be shared. ➤ Understand the practices of phishing and vishing. ➤ Be aware of what data to disclose on a phone and what not to disclose.

Year 1 – Semester 1 – Mutual Fund Agent

Sr. No.	Module	Key Learning Outcomes
01	Basic of Mutual Funds	<ul style="list-style-type: none"> ➤ Know the basics of stock markets & market instruments. ➤ Understanding of mutual funds and structures of funds in India. ➤ Understand the evolution of mutual funds in India and the status of the Industry. ➤ Understand the role, rights and duties of unit holders / trustees / sponsors / custodians / banks / auditors / fund accountants. ➤ Learn the advantages & disadvantages of investing in mutual funds.
02	Legal and Regulatory Environment	<ul style="list-style-type: none"> ➤ Understand the structure of mutual funds in India. ➤ Know the role of sponsor, trustee and AMC. ➤ Understand the role of AMFI and SEBI in the mutual fund industry.
03	Offer Document	<ul style="list-style-type: none"> ➤ Understand the components of offer document – SID SAI and KIM. ➤ Learn about risk-o-meter. ➤ Learn why is it an important document from an investor's perspective. ➤ Learn the AMFI code of ethics.
04	Know your Customer	<ul style="list-style-type: none"> ➤ Know the meaning of KYC.

		<ul style="list-style-type: none"> ➤ Understand the Role of KRA's. ➤ Identify what documents are required for KYC. ➤ Identify how to do KYC for minors and NRI's. ➤ Learn about FATCA and implications. ➤ Know who can invest without KYC.
05	Form Filling- Manual and Electronic	<ul style="list-style-type: none"> ➤ How to fill a form online or offline. ➤ Be aware of time stamping and cut-off time. ➤ Which is the mandatory information to be filled in the form.
06	Investing in a Fund	<ul style="list-style-type: none"> ➤ Know the official point of acceptance for the forms. ➤ Know about the cut-off time for different funds. ➤ Learn the different modes of payment – ECS, bank mandate, cheque and cash. ➤ Understand the meaning of investor folio and statement of account ➤ Know the meaning of units and learn how they are calculated. ➤ Understand NAV and how to calculate NAV. ➤ Learn how to redeem the mutual fund units.
07	Different Modes of Investing	<ul style="list-style-type: none"> ➤ How to invest through an agent or distributor. ➤ How to invest online. ➤ How to transact through mobile phone. ➤ Learn how to invest through power of attorney. ➤ Understand what you mean by investing through third party.
08	Types of Funds	<ul style="list-style-type: none"> ➤ Know the different types of funds in India ➤ Open ended and close ended funds ➤ Active Funds and Passive Funds ➤ Growth Fund and Income Funds ➤ Equity Funds ➤ Debt Funds ➤ Hybrid Funds ➤ Interval funds ➤ Liquid funds ➤ Sectoral funds ➤ Balanced funds ➤ ELSS funds ➤ ETF ➤ Thematic funds ➤ International funds
09	Systematic Transactions	<ul style="list-style-type: none"> ➤ Know about systematic investing. ➤ What are the advantages of investing in a SIP. Learn how to start an SIP. ➤ Understand the difference between lump sum investment and SIP. ➤ Get aware about the SIP Top-up facility. ➤ Understand the meaning of SWP and STP. ➤ What are the advantages of SWP and STP.

10	Measuring risk and return of a fund	<ul style="list-style-type: none"> ➤ Learn about the micro-SIPs. ➤ Learn how to calculate various kinds of returns, such as simple, annualized and compounded returns. ➤ Understand the different types of risks in mutual funds. ➤ Learn various methods to compute risk – standard deviation, beta, alpha. ➤ Learn the different concepts related to risk-adjusted fund performance.
11	Scheme Selection	<ul style="list-style-type: none"> ➤ Know the steps in selecting different types of schemes. ➤ Learn to evaluate the portfolio and know about the investment strategy.
12	Valuation and Taxation	<ul style="list-style-type: none"> ➤ Understand Valuation. ➤ Know the tax implications of the investors and the AMC.
13	Financial Planning and Asset Allocation	<ul style="list-style-type: none"> ➤ Understand financial goals as goals that are defined in terms of money required and the period when it is required. ➤ Know about financial planning. ➤ What are the objectives and role of the financial planning? ➤ Learn the steps in financial planning. ➤ Know about the different stages of life cycle and wealth cycle of an investor. ➤ What is the meaning of asset allocation? ➤ Understand the importance of asset allocation at different stages of life.
14	Recommending Model Portfolios	<ul style="list-style-type: none"> ➤ Understanding the risk profile of an investor. ➤ Learn the essential steps in creating model portfolios. ➤ What is the difference between strategic and tactical asset allocation? ➤ Know the steps in creating the model portfolio.

Year 1 – Semester 2 – Dealer- BFSI

Sr. No.	Module	Key Learning Outcomes
01	Basic of Equity markets and Instruments	<ul style="list-style-type: none"> ➤ Understand what is Stock markets & market instruments. ➤ Appreciate role of stock markets in the economy, the importance of regulator (SEBI). ➤ Get an overview of primary and secondary markets ➤ Understand the difference between trading account and demat accounts. ➤ Understand the role of brokers and process of membership in equity Markets.
02	Know your Customer Documents and procedures	<ul style="list-style-type: none"> ➤ Understanding what is KYC. ➤ Identify what documents are required for KYC. ➤ State alternatives in case certain documents are not available.
03	Form Filling- manual and Electronic	<ul style="list-style-type: none"> ➤ Understand various forms – trading a/c and demat a/c ➤ Be able to fill various forms independently
04	Trading Terminal	<ul style="list-style-type: none"> ➤ Understand and learn how to use the trading terminal. ➤ Learn how to create a market watch. ➤ Learn how to execute buy and sell transactions. ➤ Know how to check the order book. ➤ Understand how to check demat holding statement. ➤ Learn to practice technical analysis and fundamental analysis.
05	Punching orders on the terminal	<ul style="list-style-type: none"> ➤ Understand types of order entries. ➤ Learn short cuts of the trading terminal. ➤ Know how to place orders and give confirmations.
06	Clearing and settlement procedures and pay-in payout obligations	<ul style="list-style-type: none"> ➤ Understanding role of the clearing house and its members. ➤ Be aware of method of pay in and payout obligations. ➤ Learn how process pay-in and pay-out requests.
07	Rules and Regulations for Demat Accounts	<ul style="list-style-type: none"> ➤ Understand dematerialization and rematerialisation. ➤ Know rules and regulations of demat accounts. ➤ Be able to fill a demat slip. ➤ Be able to punch in transfer of securities. ➤ Learn the importance of POA. ➤ Be able to settle off market trades.
08	Understanding Client Positions and Create reports	<ul style="list-style-type: none"> ➤ Know what the client's position is. ➤ Know the method of creating reports.

		➤ Should be able to interpret reports and client position.
09	Risks in Equity Markets	<ul style="list-style-type: none"> ➤ Know about the risks in equity markets. ➤ Understand the methods of reducing risks. ➤ Be aware of human error risk and ways of resolving it.
10	Review client portfolio and advising on changes	<ul style="list-style-type: none"> ➤ Learn how to review client portfolios. ➤ Know how to help them make changes. ➤ Practice how to make model portfolios. ➤ Help your client make a well diversified portfolio.

Year 2 – Semester 2 – Financial Inclusion Officer

Sr. No.	Module	Key Learning Outcomes
01	Finance life Cycle	<ul style="list-style-type: none"> ➤ Understand concepts of Income, Savings and Consumption. ➤ Understand the importance of Savings. ➤ Understand the difference between savings and investments.
02	Concept of time value of Money	<ul style="list-style-type: none"> ➤ Present Value, Future value, Relevance of time preference for money. ➤ Reasons for changing time value of money. ➤ Annuities. ➤ Calculations of EMI.
03	Financial Planning and Advising	<ul style="list-style-type: none"> ➤ Introduction to Financial Planning. ➤ Importance of financial planning. ➤ Objectives of financial planning. ➤ Need for financial planning.
04	Tax Planning	<ul style="list-style-type: none"> ➤ Personal Income Tax Rates. ➤ Personal Income Tax Deductions – Scope of Section 80 C of Income Tax Act. ➤ Instruments available for Tax Planning ➤ Insurance – Life ➤ Medical Insurance ➤ Housing Loan ➤ NPS
05	Insurance Planning	<ul style="list-style-type: none"> ➤ Concept of Risk. ➤ Concept of Insurable Interest. ➤ Human Life Value. ➤ Importance of Medical insurance. ➤ Endowment Products. ➤ Money Back Products. ➤ Pension Products. ➤ Unit Linked Insurance Products.
06	Retirement Planning	<ul style="list-style-type: none"> ➤ Defined Benefit Plans vs. Defined Contribution Plans.

		<ul style="list-style-type: none"> ➤ Public Provident Fund. ➤ Employee Provident Funds. ➤ Pension Plans of Insurers. ➤ National Pension Scheme.
07	Goal Setting	<ul style="list-style-type: none"> ➤ Setting Customers Goals. ➤ Short Term, Long Term and Medium Term Goals. ➤ Vacations ➤ Marriage ➤ Buying a House ➤ Buying a Car ➤ Children's education ➤ Children's marriage ➤ Retirement ➤ Quantifying Goals
08	Asset Classes	<ul style="list-style-type: none"> ➤ Identifying different Asset Classes for Investments. ➤ Debt as an Asset Class. ➤ Equities as an Asset Class. ➤ Real Estate as an Asset Class. ➤ Mutual Funds as an Asset Class. ➤ Gold as an Asset Class.
09	Risk Profiling	<ul style="list-style-type: none"> ➤ Identifying Customers Risk Profile. ➤ Asset allocation based on Risk Profile. ➤ Portfolio Rebalancing.
10	Preparation of a financial Plan	<ul style="list-style-type: none"> ➤ Preparation of Comprehensive Financial Plan using Case studies.

Year 2 – Semester 2 – Compliance Officer

Sr. No.	Module	Key Learning Outcomes
01	Introduction to Audit	<ul style="list-style-type: none"> ➤ Concept of Audit. ➤ Internal Audit vs. External Audit. ➤ Statutory Audit. ➤ Responsibilities of an auditor. ➤ Duties of an auditor.
02	Internal Audit	<ul style="list-style-type: none"> ➤ Concept of Internal Audit. ➤ Segregation of Duties. ➤ Maker – Checker Concept. ➤ Importance of Scoping. ➤ Concept of Sampling. ➤ Pareto Principle.
03	Information Technology Audit	<ul style="list-style-type: none"> ➤ Checking Technology Dependencies. ➤ Access Control Matrix. ➤ Approval Matrix. ➤ Establishing an audit trail. ➤ Documentation and importance.
04	RBI Regulations	<ul style="list-style-type: none"> ➤ Regulations on Customer acquisition. ➤ Regulations on Know Your Customer. ➤ Regulations on Wallets, Digital Accounts and Electronic modes of Payment.
05	IRDA Regulations	<ul style="list-style-type: none"> ➤ IRDA Regulations on Payment of Commissions. ➤ IRDA Regulations on Projection of Returns. ➤ IRDA Regulations on Customer Acquisition.
06	SEBI Regulations	<ul style="list-style-type: none"> ➤ SEBI Regulations for Mutual Funds. ➤ SEBI Regulations for Brokers. ➤ SEBI Regulations for Independent Financial Advisors.
07	Reporting Knowledge	<ul style="list-style-type: none"> ➤ Knowledge of periodic reports to be submitted to ➤ RBI ➤ SEBI ➤ IRDA

Year 3 – Semester 1 – International Trade Finance

Sr. No.	Module	Key Learning Outcomes
01	Analysis of Financial Statements	<ul style="list-style-type: none"> ➤ Ratio Analysis. ➤ Balance Sheet Ratios. ➤ Profitability Ratios. ➤ Liquidity Ratios. ➤ Analyzing Companies using Ratios.
02	Types of International Finance	<ul style="list-style-type: none"> ➤ Pre Shipment Finance. ➤ Post Shipment Finance. ➤ Terms and Conditions from various banks.
03	Letters of Credit	<ul style="list-style-type: none"> ➤ What is Letter of Credit. ➤ International Norms and Conventions. ➤ Types of Letters of Credit. ➤ Parties to a Letter of Credit.
04	Documentation in International Trade	<ul style="list-style-type: none"> ➤ Bill of Lading. ➤ Insurance. ➤ Concept of High Seas. ➤ Pricing conventions interpretation – FOB etc.
05	Types of Working Capital Requirements in International Trade Finance	<ul style="list-style-type: none"> ➤ Letter of Credit Facility. ➤ Letter of Credit Discounting. ➤ Bill Discounting. ➤ Margins and Settlement.
06	Foreign Exchange	<ul style="list-style-type: none"> ➤ Theories of Foreign Exchange. ➤ Foreign Exchange Quoting Conventions. ➤ Foreign Exchange Markets. ➤ Hedging Foreign Exchange Risk. ➤ Forward Contracts. ➤ Future Contracts.

Year 3 – Semester 2 - Credit Administration and Monitoring Manager

Sr. No.	Module	Key Learning Outcomes
01	Principles of Risk Management	<ul style="list-style-type: none"> ➤ Risk Assessment. ➤ Risk vs. Return. ➤ Individual Risk vs. Portfolio Risk.
02	Project Assessment	<ul style="list-style-type: none"> ➤ Evaluation of Project Reports. ➤ Technical Evaluation. ➤ Financial Evaluation.
03	Project Evaluation	<ul style="list-style-type: none"> ➤ Calculation of Internal Rate of Return. ➤ Calculation of Payback Period. ➤ Using Net Present Value to Accept / Reject a Project. ➤ Using DCF techniques to evaluate projects. ➤ Sensitivity Analysis.
04	Capital Structures	<ul style="list-style-type: none"> ➤ Debt vs. Equity. ➤ Preference Shares. ➤ Evaluating Capital Structures.
05	Credit Risk Assessment and Monitoring	<ul style="list-style-type: none"> ➤ Identification of Red Flags. ➤ Using Ratio analysis to judge health of a customer. ➤ Assigning a Credit Rating to a Customer.
06	Defining and Monitoring Non-Performing Assets	<ul style="list-style-type: none"> ➤ Extension of Credit or Pulling the Plug. ➤ Restructuring Stressed Assets. ➤ Creating Provisioning.

Guidelines for Colleges / universities for development of curricula & Assessment Criteria and Norms in lines with UGC guidelines:

Curricula Development :

The curriculum in each of the semester/years of the programme(s) will be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits shall be of Skill Component.

Skill component of the programmes/courses shall be employment oriented. The institutions shall offer programmes/courses in domain areas which have significant demand in the job market. The institutions, based upon skills Gap analysis report published by the NSDC, Sector Skills Councils, Government agencies etc, may decide specific Job Role(s) to be embedded in curriculum. The exit profiles of the learners at different levels i.e. Certificate / Diploma / Advanced Diploma / BVoc Degree should be clearly defined in output terms.

The curriculum should be aligned to Qualification Packs (QPs) / National Occupational Standards (NOSs) of selected job role(s) within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs. If a progressive QP is not available in the concerned trade by the SSC, the relevant entrepreneur/occupational role may be incorporated with well-defined duties and work standards identified with industry partners through proper consultation with the experts in the field.

For skills component, the model curriculum developed by the concerned Sector Skill Councils, wherever available, may be adopted. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils. While doing so, the institutions may work towards aligning the curriculum with the National Occupational Standards being developed by the respective Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.

The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.

In case, NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts such as SSC. The curriculum should also focus on work-readiness in terms of skills in each of the three years. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

The practical / hands-on portion of the skills component of the curriculum shall be transacted in face to face mode. The skill component of these programmes will conform to the QPs/NOSs and the general education component will conform to the university norms.

Assessment :

The Skill component of the course will be assessed by the Sector Skill Council. The institutions offering B.Voc degree programmes will adopt and integrate the guidelines and recommendations of the respective Sector Skill Councils (SSCs) for the assessment and evaluation of the skill vocational component.

The percentage for passing of assessment for any job role of any semester will be 50% for assessments conducted by BFSI Sector Skill Council of India. This is in line to assessment criteria for all skill development schemes of the Government of India

Letter Grades and Grade Points applicable to all assessments conducted by SSC across all levels and awards

Letter Grade	Grade Point	Marks Scored
O (Outstanding)	10	96-100
A+ (Excellent)	9	86-95
A (Very Good)	8	76-85
B+ (Good)	7	71-75
B (Above Average)	6	61-70
C (Average)	5	55-60
P (Pass)	4	50-54
F (Fail)	0	Below 50
AB (Absent)	0	Not appeared

A student obtaining Grade F and Ab shall be considered failed and will be required to reappear in the examination.

The skill component would be taken as one of the course component in calculation of SGPA and CGPA with given credit weightage at respective level.

Role of SSC in Assessment and Certification:

The SSC will also conduct assessment for skill component on mutually agreed dates as per the previously shared performance and assessment criteria based on Curriculum framed for the programme at different levels. The SSC will declare Pass/Fail as per predefined assessment criteria and will also provide performance grades to those who passed as per the table above along with level certification either singly or jointly with the institution.



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(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 30/3/2021

Exam Notice

Date:

This is to inform you all that the IQAC of our college is organized Bachelor of Vocation Examination the detail of course is as under.

1. Name of course: Diploma in Vocation
 2. Duration of course: 1 Year
 3. Name of Exam : Banking
 4. Date of Exam: 26/3/2021
 5. Timings of Exam: 02 hours
 6. Place of Exam: Class Room No :11 Smt.M.M.Shah Mahila Arts College
- All participants will get certificate after completion of course.

Name :- Dileep Vaghaji Bhai Balraj Bhai

Smt. M.M.Shah Mahila Arts College, Kadi
Diploma in Vocation in Banking

64
70

Total Marks: 70

Date: -25/3/2021

Time: 12:00 to 01:00

1. What does ATM stand for?
- ☐ A) Automatic Teller Machine
 - ☒ B) Automated Teller Machine
 - ☐ C) Automatic Transaction Machine
 - ☐ D) Automated Transaction Machine
2. Which of the following is not a type of deposit account?
- ☐ A) Savings Account
 - ☐ B) Current Account
 - ☐ C) Recurring Deposit Account
 - ☒ D) Mutual Fund Account
3. What is the primary function of a commercial bank?
- ☐ A) Issuing currency
 - ☒ B) Providing loans
 - ☐ C) Collecting taxes
 - ☐ D) Regulating the economy
4. What does NEFT stand for?
- ☐ A) National Electronic Funds Transfer
 - ☒ B) National Electronic Financial Transaction
 - ☐ C) National Electronic Finance Transfer
 - ☐ D) National Electronic Fund Transaction
5. Which of the following is a negotiable instrument?
- ☒ A) Fixed Deposit Receipt
 - ☐ B) Cheque
 - ☐ C) Debit Card
 - ☐ D) Credit Card
6. Which organization regulates the banking sector in India?
- ☒ A) Reserve Bank of India (RBI)
 - ☐ B) State Bank of India (SBI)
 - ☐ C) Ministry of Finance
 - ☐ D) Indian Banks' Association
7. What is the full form of FD in banking?
- ☒ A) Fixed Deposit
 - ☐ B) Future Deposit
 - ☐ C) Final Deposit
 - ☐ D) Flexible Deposit
8. What is the primary objective of the Basel III norms?
- ☐ A) To improve customer service
 - ☐ B) To increase banking profitability
 - ☐ C) To strengthen the regulation, supervision, and risk management of banks
 - ☒ D) To expand banking networks

9. Which of the following is a type of electronic banking?

- ☒ 1 ☐ A) Branch banking
☒ B) Mobile banking
☐ C) Relationship banking
☐ D) Merchant banking

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1
KANIK PAULS Perabhalan

Smt. M.M.Shah Mahila Arts College, Kadi
Diploma in Vocation in Banking

Total Marks: 70

Date: -25/3/2021

Time: 12:00 to 01:00

65
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- o B) State Bank of India (SBI)
- o C) Ministry of Finance
- o D) Indian Banks' Association
- o Answer: A) Reserve Bank of India (RBI)

32. What is the full form of FD in banking?

- o A) Fixed Deposit
- o B) Future Deposit
- o C) Final Deposit
- o D) Flexible Deposit
- o Answer: A) Fixed Deposit

33. Which is the largest commercial bank in India by assets?

- o A) ICICI Bank
- o B) HDFC Bank
- o C) Punjab National Bank
- o D) State Bank of India
- o Answer: D) State Bank of India

34. What does KYC stand for in banking?

- o A) Know Your Customer
- o B) Keep Your Customer
- o C) Know Your Credit
- o D) Keep Your Credit
- o Answer: A) Know Your Customer

35. Which act governs the functioning of banks in India?

- o A) Companies Act, 1956
- o B) Banking Regulation Act, 1949
- o C) Negotiable Instruments Act, 1881
- o D) Reserve Bank of India Act, 1934
- o Answer: B) Banking Regulation Act, 1949

Smt. M.M.Shah MAHILA ARTS COLLEGE, KADI	
Diploma in Vocation	
ADMISSION IN BANKING	
STUDENT LIST 2020-21	
Sr.no	Name
1	DESAI VAGHAJIBHAI BALDEVBHAI
2	KARNIK PARAS PRABHAKAR
3	MEMAN FARAHINBANU RAFIKBHAI
4	PATEL JAGRUTIBEN NARASINHBHAI
5	PATEL SANDIPKUMAR AMBALAL
6	PRAJAPATI CHINTAN BHARATBHAI
7	PRAJAPATI HINABEN KANUBHAI
8	PRAJAPATI RAJANIKABEN ASHOKKUMAR
9	SOLANKI ASHABEN NARANBHAI
10	SONI MILANKUMAR LABHCHANDRA
11	THAKOR VARSHABEN ISHVARBHAI
12	PATEL MEENA MANSUKHLAL
13	DESAI NEETABEN
14	GOSWAMI DHARMIKGIRI JAGDISHGIRI
15	KORI ARUNKUMAR CHANDRASHEKHAR
16	SHAH APURVA VIJAYKUMAR
17	SHAH DHAVAL KUMAR CHIMANLAL
18	SHAH HARSHIL VIJAYKUMAR


Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI		
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES		
ADMISSION IN BANKING		
STUDENT LIST 2020-21		
Sr.no	Name	Sign
1	DESAI VAGHAJIBHAI BALDEVBHAI	V.B. Desai
2	KARNIK PARAS PRABHAKAR	K.P.P.
3	MEMAN FARAHINBANU RAFIKBHAI	M.F. Pafik
4	PATEL JAGRUTIBEN NARASINHBHAI	J. N. Patel
5	PATEL SANDIPKUMAR AMBALAL	S. Sandip
6	PRAJAPATI CHINTAN BHARATBHAI	C.B. Patel
7	PRAJAPATI HINABEN KANUBHAI	H. K. Prajapati
8	PRAJAPATI RAJANIKABEN ASHOKKUMAR	R.A.P.
9	SOLANKI ASHABEN NARANBHAI	A. N. Solanki
10	SONI MILANKUMAR LABHCHANDRA	M. L. Soni
11	THAKOR VARSHABEN ISHVARBHAI	V. J. Thakor
12	PATEL MEENA MANSUKHLAL	M. N. Patel
13	DESAI NEETABEN	N. Desai
14	GOSWAMI DHARMIKGIRI JAGDISHGIRI	D. J. Goswami
15	KORI ARUNKUMAR CHANDRASHEKHAR	A. C. Kori
16	SHAH APURVA VIJAYKUMAR	A. V. Shah
17	SHAH DHAVAL KUMAR CHIMANLAL	D. K. Shah
18	SHAH HARSHIL VIJAYKUMAR	H. Shah

19 Prajapati Girind

G. 1229

Certificate courses (Banking)

① Parmur Hinuben G.

②

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES
ADMISSION IN BANKING
STUDENT LIST 2020-21

Sr.no	Name	Theory	Practical	Total
1	DESAI VAGHAJIBHAI BALDEVBHAI	64	20	84
2	KARNIK PARAS PRABHAKAR	68	20	88
3	MEMAN FARAHINBANU RAFIKBHAI	68	18	86
4	PATEL JAGRUTIBEN NARASINHBHAI	68	15	83
5	PATEL SANDIPKUMAR AMBALAL	68	20	88
6	PRAJAPATI CHINTAN BHARATBHAI	65	20	85
7	PRAJAPATI HINABEN KANUBHAI	66	22	88
8	PRAJAPATI RAJANIKABEN ASHOKKUMAR	65	18	83
9	SOLANKI ASHABEN NARANBHAI	65	15	80
10	SONI MILANKUMAR LABHCHANDRA	68	15	83
11	THAKOR VARSHABEN ISHVARBHAI	62	23	85
12	PATEL MEENA MANSUKHLAL	68	22	90
13	DESAI NEETABEN	68	20	88
14	GOSWAMI DHARMIKGIRI JAGDISHGIRI	68	18	86
15	KORI ARUNKUMAR CHANDRASHEKHAR	68	18	86
16	SHAH APURVA VIJAYKUMAR	68	18	86
17	SHAH DHAVAL KUMAR CHIMANLAL	65	16	81
18	SHAH HARSHIL VIJAYKUMAR	64	17	81

19 Prajapati Govind

32 28 60

Certificate Courses (Banking)

20 Parmar Hineben G.

66 22 88

12

SMT. M. M. Shah Mahila Arts College, Kadi
Feedback Form of B. Voc. Course in BANKING

Academic Year: 2020-21

Feedback Form

Full Name: Desai Veerajibhai Baldevbhai

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill					✓
4	Presentation					✓
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: _____

Good work

Signature of Student

Desai V.

2

SMT. M. M. Shah Mahila Arts College, Kadi
Feedback Form of B. Voc. Course in BANKING

Academic Year: 2020-21

Feedback Form

Full Name: Karnik Paras Babhakar

(Rate the Faculty on the below
Parameters where 1 is the
lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation				✓	
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: _____

doing great job.

Signature of Student

P. P. Karnik

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in BANKING

Academic Year: 2020-21

Feedback Form

Full Name: MEMAN FARAHINBANU RAFIKBHAI

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation					✓
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: _____

great course.

Signature of Student

F.R.M.



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 30/4/2021

Report on Diploma in Vocation Course of Banking

Diploma in Vocation Course of Banking conducted on 22 June 2020 to 30 April 2021. The Course was organized by Internal Quality Assurance Cell, Smt. M.M Shah Mahila Arts College Kadi. Course was delivered Over 13 Participants attended the Course. Dr. Sangita .C. Acharya introduced about the speakers and handled Honour the Speakers with her speech. The speaker Hina. M.Patel & Viral Kanudavala Spoke on the topic of Banking Her Lecture started with **Understanding of Banking Principles:** Gain comprehensive knowledge of the principles and practices of banking, including retail, corporate, and international banking. Understand the regulatory environment of banking and the role of central banks. **Financial Acumen:** Develop a strong foundation in financial accounting, management, and economics. Acquire expertise in financial analysis, planning, and wealth management. **Risk and Credit Management:** Learn the techniques and strategies for effective risk management in banking. Understand credit appraisal, credit management, and loan processing. **Technical Proficiency:** Master the use of banking technology, including banking software, online banking systems, and data analytics tools. Develop the ability to manage and analyze large volumes of financial data. **Operational Skills :** Gain practical skills in banking operations, including account management, transaction processing, and customer service. Understand treasury management, investment banking, and financial markets. **Problem-Solving and Analytical Skills:** Enhance problem-solving abilities to address banking issues and challenges. Develop critical thinking and analytical skills to evaluate financial products and services. **Effective Communication:** Improve business communication skills for interacting with clients, colleagues, and stakeholders. Learn to present financial information clearly and effectively. **Customer Relationship Management:** Develop skills to manage and maintain strong customer relationships. Understand customer needs and tailor banking services accordingly. **Leadership and Teamwork:** Cultivate leadership qualities and the ability to work effectively in teams. Learn project management skills and the ability to lead banking projects. **Industry Exposure:** Gain real-world experience through internships and industry training. Understand the practical aspects of banking through industry visits and guest lectures from banking professionals. **Hands-On Training :** Engage in practical training sessions, case studies, and simulations to apply theoretical knowledge. Work on real-life banking projects to gain hands-

Hina M. Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

on experience. **Internship Performance:** Apply classroom knowledge in a real-world setting during internships. Develop professional skills and network with industry professionals. By achieving these outcomes, graduates of the B.VOC in Banking program will be well-prepared to enter the banking industry, contribute effectively to their organizations, and pursue further career growth and development.

The Course was concluded with vote of thanks by Dr.Sangeeta .C. Acharya. The Course was highly impormetive to Students, Teachers and Research Scholars. Teacher and Student From other deparments, Colleges , universities and Research institutes from different parts of India participated in the Course. This Course Provided valuable awareness and insights on the various aspect of Banking.

M. Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M. M. Shah Mahila Arts College, Kadi
Banking

Date: 30/4/2021

Total Student: 18

Questions	Rate between 1 to 5					Total
	1	2	3	4	5	18
Communication Skill	0%	0%	0%	77.77%	22.23%	18
Presentation	0%	0%	0%	22.23%	77.77%	18
Content Knowledge	0%	0%	0%	27.77%	72.23%	18
Overall Impression	0%	0%	0%	16.66%	83.34%	18
How Satisfied with Subject (Topic) with You Learn	0%	0%	0%	11.11%	88.89%	18



He, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi
NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

THAKOR VARSHABEN ISHVARBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Banking**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





We, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PATEL MEENA MANSUKHLAL

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Banking**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





He, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

SONI MILANKUMAR LABHCHANDRA

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Banking**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.



214

દો આલો B.Voc અથવા Diploma કોર્સમાં જોડાઈ આપનું ભવિષ્ય ઉજવળ બનાવો ...!!

B.Voc (Bachelor of Vocation)

સમયગાળો-૩ વર્ષ, ફૂલ ટાઇમ કોર્સ

Diploma Course

(1st Year Full Time)

ક્રમ	કાર્યનું નામ	વ્યવસાયિક વર્ગ	ફી
૧	બોર્ડિંગ	બૅંક ફાઇનાન્સિયલ સર્વિસીસ, ઇન્ફોર્મેશન NBF, ફો-એપ્રોપરીટીસ ઇન્સ્ટીટ્યુટ, NBF C.	3000/-
૨	નર્સિંગ	સાહકારી કોમ્પિયુટર, ખાલ્સી હોસ્પિટલ, ખાલ્સી કમ્પીયુટર નર્સિંગબોમ, રીડિંગીઆર્ગાઇઝેશન સેન્ટર, ડેલ્હીન્ટર ઇન્સ્ટીટ્યુટ, ઇન્ડિયન ટેકનોલોજી સોલ્યુશીઝ, ઇન્ડિયન નર્સિંગ કોર્પોરેશન, નર્સિંગ ઇન્સ્ટીટ્યુટ ગ્રાજામડી, ડેલ્હી વર્કર	૧૦૦૦/-
૩	રેબા ડિપાર્ટ્મેન્ટ ઓફ એનિમેશન	IT સોલ્યુશન્સ અને રેબાલેસ્ટ્રીંગ કંપની, ખાનગી, જાહેર કંપની, ફ્રી લેસ્ટર.	3000/-
૪	બ્યુટી ઓફ ડેલેગેટ	ફિલ ઇન્સ્ટીટ્યુટ મેકઅપ ઇન્સ્ટીટ્યુટ, બ્યુટી થેરાપીસ્ટ, ડેલેગેટ સેન્ટર, ફેશન બ્યુટીસિયન ઇન્સ્ટીટ્યુટ	3000/-
૫	ચોખા, ફ્રિડ્જેસ ઓફ નેચરોપથી	ચોખા ઇન્સ્ટીટ્યુટ, ચોખા થેરાપીસ્ટ, ચોખા ઓડિયોગ્રાફર, ચોખા રહેજીઓસિસ્ટ, ચોખા ટીચર, સ્પાસાટી, પ્રાઇવેટ ઇન્સ્ટીટ્યુટ, નેચરોપથી પ્રેક્ટીસીસ	3000/-
૬	ફેશન ડિપાર્ટ્મેન્ટ ઓફ ટેલરીંગ	ફેશન ડિપાર્ટ્મેન્ટ, ફેશન ટેકસાઈલ, ટીસેલ મેનેજર, ટેક્સાઈલ ડિપાર્ટ્મેન્ટ, ફેશન બ્યુટીસ્ટ	3000/-

પ્રવેશ લાયકતા :- કોર્સપાઠ પ્રવાહ અથવા માન્ય શૈક્ષણિક બોર્ડમાંથી ધોરણ -૧૨ પાસ

[illegible]

SC/ST/OBC અને PWD ફેરગાદીના વિદ્યાર્થીઓને સરકારી સહાયનો લાભ

કોઈપણ વ્યક્તિ સદર કોર્સમાં પ્રવેશ મેળવી શકે છે.

2145 गुण

2112

ડીપાર્ટમેન્ટ ઓફ સ્ટીલ સ્ટીપ, શ્રીમતી એમ.એમ. શાહ મહિલા આર્ટ્સ કોલેજ,
ચોળ. સી. દેસાઈ પ્રોગ્રામમાં સામે કરી- કલોલ હાથે રોડ, કરી ● સમય : સવારે ૯ થી ૨
ઓગાસ્ટ નં. : ૯૭૩૭૧૭૫૪૯૭, ૯૯૦૪૧૯૯૦૨૦, ૯૪૯૦૯૨૩૨૯૭, ૯૭૧૪૭૭૦૦૩૬, ૯૧૬૦૭૧૯૭૨૫, ૯૯૨૫૦૩૨૪૨૧



Prin. Dr.Hina M. Patel
(M) 9925032421
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Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

website :www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P/2020-2021

Date : 17/6/2020

Circular

This is to inform you all Faculty that the IQAC of the college organizes one Year Diploma in Vocation on Beauty & wellness on 22nd June 2020 30 April 2021 All Students of the college are hereby directed to attend the same.


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

To,

1. All Teaching Staff of the College
2. Notice Boards
3. Circulation in Classrooms
4. Guard File



Prin. Dr.Hina M. Patel
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Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 20/6/2020

Invitation Letter

To,
Dalwadi Saraswati.D
Beautyshion

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22june 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina.M.Patel
Principal

Hina Patel
Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.N. SHAH MAHILA ARTS COLLEGE, KADI
Diploma in Vocation B.voc 2020-21

Day	Time	Course	Class room	Faculty
Monday	1:00 to 4:00	Beauty & wellness	20	Dalwadi Saraswati.D
Tuesday	1:00 to 4:00	Banking	12	Dr.Hina.M.Patel & Viral Kanudavala
Wednesday	1:00 to 4:00	Fashion Designing & Tailoring	11	Halima & Jagruti Vaghela
Thursday	1:00 to 4:00	Yoga Fitness & Naturopathy	Sports Room	Akshay bhai
Friday	1:00 to 4:00	Web designing & Animation	14(Computer Lab)	Amarsinh Parmar & Pooja Raval


 IQAC Co-ordinator Sing


 Principal Sing
 Smt. M.M. Shah Mahila Arts College
 Kadi. (T.G.) - 382715

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR Beauty & Wellness

What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function.
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

Contact Us:

Beauty & Wellness Sector
Skill Council
Office no- 405-406,
DLF City Court
M.G. Road, Sikanderpur,
Gurgaon- 122002
+91 124 4060630- 33

E-mail: info@bwscc.in



Contents

1. Introduction and Contacts.....	[1]
2. Qualifications Pack.....	[2]
3. Glossary of Key Terms	[4]
4. OS Units.....	[5]
5. Annexure: Nomenclature for QP & OS [26]	
6. Assessment criteria.....	[29]

Introduction

Qualifications Pack-Yoga Instructor

SECTOR: BEAUTY & WELLNESS

SUB-SECTOR: ALTERNATE THERAPY

OCCUPATION: YOGA SERVICES

REFERENCE ID: BWS/Q2201

ALIGNED TO: NCO-2015/NIL

The **Yoga Instructor** is responsible to demonstrate the yoga postures, asanas, pranayamas, meditation and relaxation techniques for the guests

Brief Job Description: The Yoga Instructor is responsible to demonstrate the yoga postures, asanas, pranayamas, meditation and relaxation techniques for the guests. The individual must exhibit knowledge of the principles and practices of basic Yogic techniques to explain and respond to the guest questions.

Personal Attributes: This job requires an individual to provide a range of basic asanas in a safe and hygienic working environment. The individual must exhibit a pleasant personality, service orientation and proficiency in interpersonal and communication skills as well as in language

Job Details	Qualifications Pack Code	BWS/Q2201		
	Job Role	Yoga Instructor [The job role is applicable for national/international scenarios]		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Beauty & Wellness	Drafted on	01/08/2015
	Sub-sector	Alternate Therapy	Last reviewed on	10/02/2016
	Occupation	Yoga Services	Next review date	10/02/2019
	NSQC Clearance on	NA		

Job Role	Yoga Instructor
Role Description	The Yoga Instructor is responsible to provide a range of basic Yogic techniques agreed with the guests in accordance with the approved sector's standards of performance and sequences of services
NSQF level	4
Minimum Educational Qualifications	Class VIII preferably
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	Not applicable
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. BWS/N9001 <u>Prepare and maintain work area</u> 2. BWS/N2201 <u>Conduct the basic Yoga sessions</u> 3. BWS/N9002 <u>Maintain health and safety at the workplace</u> 4. BWS/N9003 <u>Create a positive impression at the workplace</u> <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Acronyms

Keywords /Terms	Description
B&WSSC	Beauty & Wellness Sector Skill Council
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
NVEQF	National Vocational Educational Qualification Framework
NVQF	National Vocational Qualification Framework
OS	Occupational Standards
PC	Performance Criteria
QP	Qualification Pack
SSC	Sector Skills Council

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique Employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

BWS/N9001

Prepare and maintain work area

National Occupational Standard

Unit Code	BWS/N9001
Unit Title (Task)	Prepare and maintain work area
Description	Prepare the work area & associated equipments/ tools/ machinery in advance to ensure the efficiency and effectiveness of the outcome considering the standards of operation of the organization.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare and maintain work area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare and maintain work area	<p>The user/individual on the job needs to know and understand:</p> <p>PC1. ensure that environmental conditions are suitable for the client and the services to be carried out in a hygiene and safe environment</p> <p>PC2. select suitable equipment/products/ tools etc. required for the services</p> <p>PC3. set up the equipment/ tools etc. and prepare for services in adherence to the organization's procedures and product/ equipment/ tools related guidelines</p> <p>PC4. sterilize and clean the tools/ machinery/ equipment before and after the usage</p> <p>PC5. dispose waste materials (if applicable) in adherence to the organization's and industry requirements</p> <p>PC6. store records, materials and equipment securely in line with the organization's policies</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's standards of performance and sequence of services</p> <p>KA2. range of services and products offered by the organization</p> <p>KA3. health and safety requirements in the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. types of products, materials equipment and tools required for the services</p> <p>KB2. process and products to sterilize and clean the equipment/ tools/ machinery</p> <p>KB3. manufacturer's instructions related to machines/ tools/ equipment/ products usage and cleaning</p> <p>KB4. applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, health hazards, handling/storage/ disposal/ cautions in the use of products/ tools/ equipment etc., fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection etc.</p>
Skills (S)	
A. Core Skills/	Writing Skills

BWS/N9001

Prepare and maintain work area

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. document call logs, reports, task lists, and schedules with co-workers SA2. prepare status and progress reports SA3. record customers' discussions in the call logs SA4. write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read about new products and services with reference to the organization and also from external forums such as websites and blogs SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. discuss task lists, schedules, and work-loads with co-workers SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis SA10. give clear instructions to customers SA11. keep customers informed about progress SA12. avoid using jargon, slang, or acronyms when communicating with a customer, unless it is required
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s) SB6. deal with clients lacking the technical background to solve the problem on their own SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking

BWS/N9001

Prepare and maintain work area

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. use the existing data to arrive at specific data points</p> <p>SB9. use the existing data points for improving the call resolution time</p> <p>SB10. use the existing data points to generate required reports for business</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>



BWS/N9001

Prepare and maintain work area

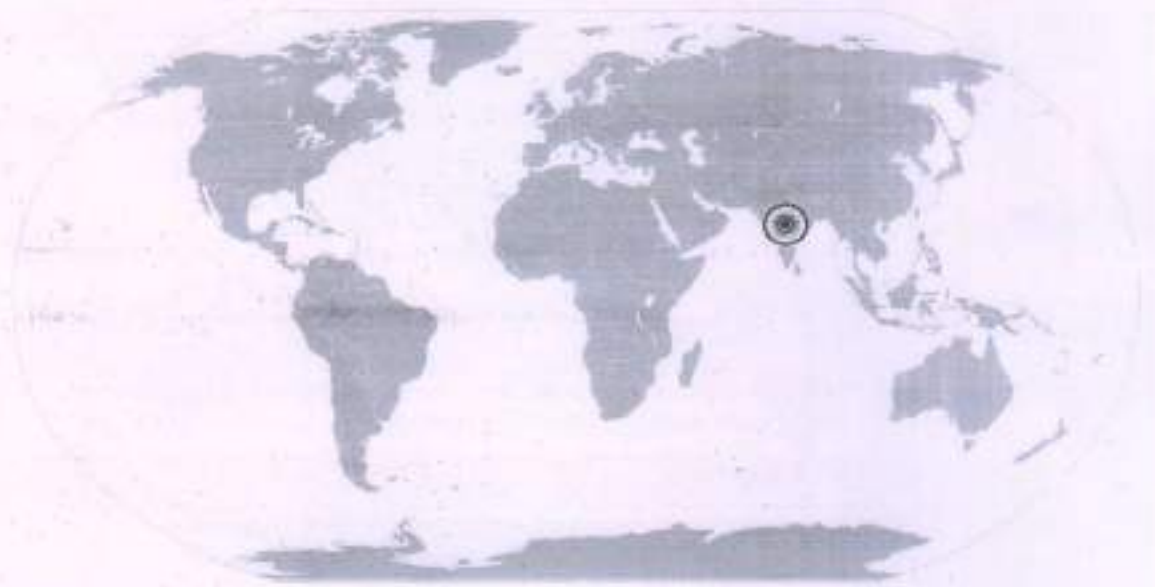
NOS Version Control

NOS Code	BWS/N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Beauty & Wellness	Drafted on	01/08/2015
Industry Sub-sector	Alternate Therapy	Last reviewed on	10/02/2016
Occupation	Yoga Services	Next review date	10/02/2019



[Back to Top](#)

National Occupational Standard



Overview

This OS unit is about conducting yoga classes in individual or group settings

BWS/N2201

Conduct the basic Yoga sessions

National Occupational Standard

Unit Code	BWS/N 2201
Unit Title (Task)	Conduct the basic Yoga sessions
Description	Conduct yoga sessions in individual or group settings for asana, pranayama's, relaxation techniques, loosening asanas etc. in accordance with the approved organization's standards of performance and sequence of services
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Conduct the basic Yoga sessions
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conduct the basic Yoga sessions	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure appropriate ambience for guests to perform yoga</p> <p>PC2. ensure readiness and preparedness of the guests to be able to take the session like empty stomach etc.</p> <p>PC3. provide appropriate opening and closure of the session through prayer/chanting/meditation</p> <p>PC4. perform and instruct loosening asanas or sukshma vyayama, breathing asanas as agreed with the guest and arrangement of the organization</p> <p>PC5. perform and instruct classical asana as agreed with the guest and arrangement of the organization</p> <p>PC6. perform and instruct pranayama's as agreed with the guest and arrangement of the organisation</p> <p>PC7. recognise, adjust, and adapt to specific guest needs in the evolving professional relationship</p> <p>PC8. Implement effective teaching methods, adapt to unique styles of learning, provide supportive and effective feedback, acknowledge the guest's progress, and cope with unique difficulties / successes adjust appropriate practice strategies to the guests</p> <p>PC9. elicit the goals, expectations and aspirations of the guests</p> <p>PC10. assist the supervisor to integrate information from the intake, evaluation, and observation to develop a working assessment of the guest's condition, limitations and possibilities</p> <p>PC11. deliver appropriate practices for individuals as well as group, taking into consideration the assessment of their conditions, limitations, possibilities and the overall practice strategy</p> <p>PC12. provide instruction, demonstration, education to the guests using multi-model strategies of education such as audio visual tools, kinaesthetic learning tools, etc.</p> <p>PC13. practice effective guest -centred communication based upon a respect for and sensitivity to individual familial, cultural, social, ethnic and religious factors</p> <p>PC14. gather feedback, assist the supervisor to re-assess and refine the practice for determining short-term or long-term goals and priorities</p> <p>PC15. accept and follow ethical principles and related concepts from the yoga tradition to professional interactions and relationships</p> <p>PC16. Inform guests in various forms of yoga and its effect on body and mind</p> <p>PC17. use a broad range of mind-body-based healing tools in conjunction with asanas</p>

BWS/N2201

Conduct the basic Yoga sessions

	<p>based on needs, ages, and ability levels to create effective practices against ailments</p> <p>PC18. apply yogic principles to conduct guest sessions to enhance wellbeing, overcome illness and live a healthier and more meaningful life</p> <p>PC19. perform and demonstrate all yoga techniques to guests and ensure compliance to safety and health standards</p> <p>PC20. assist guests to perform all techniques effectively</p> <p>PC21. evaluate asanas performed by guests and recommend correction whenever required</p> <p>PC22. coordinate with senior supervisors and guests on yogic lifestyle counselling to ensure healthy body and mind</p> <p>PC23. ensure guests satisfaction and assist in answering all guest queries</p> <p>PC24. store guest and equipment records, securely in line with the organization's policies</p> <p>PC25. leave the work area in a clean and hygienic condition suitable for further classes</p> <p>PC26. document the client chart (sattva, rajas, tamas), contra indications and health condition and requirements of all guests and conduct classes to follow the asanas plan designed</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organization's standards of performance and sequence of services</p> <p>KA2. the range of services and products offered by the organization</p> <p>KA3. the hygiene, health and safety requirements in the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the evolution of the teachings and philosophy of yoga tradition and its relevance and application</p> <p>KB2. introduction to patanjali yoga sutras, introduction to Bhagvad Gita, introduction to narad bhakti sutra</p> <p>KB3. principles of shuddhi/ detoxification/ cleansing/ pranayama</p> <p>KB4. types of yoga like ashtanga yoga with yama, niyama and others</p> <p>KB5. other yogic texts like introduction to Vedas & Upnishads</p> <p>KB6. range of yoga practices and their potential effects. practice may include, but are not limited to asana, pranayama, meditation, relaxation techniques, etc. such as pascimatasana, bhu naman asana, vakrasana, vajrasana, ustrasana, bhujanagasana, nilambha saibhasana, aradhakati chakrasana, aradha chakrasana, padahastana, trikonsana</p> <p>KB1. yogic diet (sattvik/ sentient) and yogic lifestyle</p> <p>KB2. contraindication of yoga practices for specific conditions and circumstances</p> <p>KB3. human anatomy and physiology including all major systems of the body and their interrelationships</p> <p>KB4. generally accepted ethical principles of health care codes of conduct and yoga's ethical principles</p> <p>KB5. applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, health hazards, handling/storage/ disposal/ cautions in the use of products/ tools/ equipment etc., fire precautions, occurrences, hygiene practice, disposal of waste,</p>

BWS/N2201

Conduct the basic Yoga sessions

	environmental protection etc.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document call logs, reports, task lists, and schedules with co-workers SA2. prepare status and progress reports SA3. record customers' discussions in the call logs SA4. write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read about new products and services with reference to the organization and also from external forums such as websites and blogs SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. discuss task lists, schedules, and work-loads with co-workers SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis SA10. give clear instructions to customers SA11. keep customers informed about progress SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)

BWS/N2201

Conduct the basic Yoga sessions

	SB6. deal with clients lacking the technical background to solve the problem on their own
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. use the existing data to arrive at specific data points
	SB9. use the existing data points for improving the call resolution time
	SB10. use the existing data points to generate required reports for business
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



BWS/N2201

Conduct the basic Yoga sessions

NOS Version Control

NOS Code		BWS/N2201	
Credits (NSQF)	TBD	Version number	1.0
Industry	Beauty & Wellness	Drafted on	01/08/2015
Industry Sub-sector	Alternate Therapy	Last reviewed on	10/02/2016
Occupation	Yoga Services	Next review date	10/02/2019



[Back to Top](#)

National Occupational Standard



Overview

This OS unit is about maintaining a safe and hygienic environment at the workplace

BWS/N9002

Maintain health and safety at the workplace

National Occupational Standard

Unit Code	BWS/N9002
Unit Title (Task)	Maintain health and safety at the workplace
Description	Maintain a safe and hygienic environment at the workplace to reduce potential risks to self and others
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain health and safety at the workplace

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Maintain health and safety at the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. set up and position the equipment/ tools/ machinery/ products etc. in the work area to meet legal, hygiene and safety requirements</p> <p>PC2. clean and sterilize all tools / machines/ equipment before and after the use</p> <p>PC3. maintain one's posture and position to minimize fatigue and the risk of injury</p> <p>PC4. dispose waste materials (if applicable) in accordance to the industry accepted standards</p> <p>PC5. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC6. identify and document potential risks and hazards in the workplace</p> <p>PC7. accurately maintain accident reports</p> <p>PC8. report health and safety risks/ hazards to concerned personnel</p> <p>PC9. use machines, tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions</p>

Knowledge and Understanding (K)

<p>A. Organizational Context</p> <p>(Knowledge of the organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's policies and procedures to address risks and hazards</p> <p>KA2. health and safety requirements in the organization</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. contra-indications related to various services</p> <p>KB2. process and products to sterilize and disinfect equipment/ tools/ machines etc.</p> <p>KB3. manufacturer's instructions related to equipment and product use and cleaning</p> <p>KB4. applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, health hazards, handling/storage/ disposal/ cautions in the use of products/ tools/ equipment etc., fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection etc.</p>

Skills (S)

BWS/N9002

Maintain health and safety at the workplace

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document call logs, reports, task lists, and schedules with co-workers SA2. prepare status and progress reports SA3. record customers' discussions in the call logs SA4. write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read about new products and services with reference to the organization and also from external forums such as websites and blogs SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. discuss task lists, schedules, and work-loads with co-workers SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis SA10. give clear instructions to customers SA11. keep customers informed about progress SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. deal with clients lacking the technical background to solve the problem on their own SB7. identify immediate or temporary solutions to resolve delays

BWS/N9002

Maintain health and safety at the workplace

	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. use the existing data to arrive at specific data points
	SB9. use the existing data points for improving the call resolution time
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



BWS/N9002

Maintain health and safety at the workplace

NOS Version Control

NOS Code		BWS/N9002	
Credits (NSQF)	TBD	Version number	1.0
Industry	Beauty & Wellness	Drafted on	01/08/2015
Industry Sub-sector	Alternate Therapy	Last reviewed on	10/02/2016
Occupation	Yoga Services	Next review date	10/02/2019



[Back to Top](#)

National Occupational Standard



Overview

This OS unit is about personal grooming and behaviour expected at the workplace.

BWS/N9003

Create a positive impression at the workplace

National Occupational Standard

Unit Code	BWS/N9003
Unit Title (Task)	Create a positive impression at the workplace
Description	Personal grooming and behaviour to execute tasks as per the organization's standards and create a positive impression at the workplace
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Appearance and Behavior • Task execution as per organization's standards • Communication and Information record
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Appearance and Behavior	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. maintain good health and personal hygiene PC2. comply with organisation's standards of grooming and personal behavior PC3. meet the organisation's standards of courtesy, behavior and efficiency PC4. stay free from intoxicants while on duty PC5. wear and carry organisation's uniform and accessories correctly and smartly
Task execution as per organization's standards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC6. take appropriate and approved actions in line with instructions and guidelines PC7. record details related to tasks, as per procedure PC8. participate in workplace activities as a part of the larger team PC9. report to supervisor immediately in case there are any work issues PC10. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender
Communication and Information record	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC11. communicate procedure related information to guests based on the sector's code of practices and organisation's procedures/ guidelines PC12. communicate role related information to stakeholders in a polite manner and resolve queries, if any PC13. assist and guide guests to services or products based on their needs PC14. report and record instances of aggressive/ unruly behavior and seek assistance PC15. use communication equipment (phone, email etc.) as mandated by the organization PC16. carry out routine documentation legibly and accurately in the desired format PC17. file routine reports and feedback PC18. maintain confidentiality of information, as required, in the role
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. importance of personal health and hygiene KA2. organization's standards of grooming and personal behavior KA3. organization's standards related to courtesy, behavior and efficiency KA4. ill-effects of intoxicants and potential actions at workplace KA5. items of uniform & accessories and correct method of wearing/ carrying them KA6. reporting/ recording formats and protocol for documentation KA7. kinds of work issues that may arise and reporting structure KA8. code of practices and guidelines relating to communication with people

BWS/N9003

Create a positive impression at the workplace

	KA9. organization's requirements for recording and retaining information
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. ability to speak, read and write in the local vernacular language and English</p> <p>KB2. appropriate verbal and non-verbal cues while dealing with guests from different cultural, religious backgrounds, age, disabilities and gender</p> <p>KB3. different formats on which information is to be recorded</p> <p>KB4. importance to maintain security and confidentiality of information</p> <p>KB5. kinds of communication equipment (email, phone etc.) available and their effective use</p> <p>KB6. selling/ influencing techniques to provide additional services/ products to guests</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA2. prepare status and progress reports</p> <p>SA3. record customers' discussions in the call logs</p> <p>SA4. write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read about new products and services with reference to the organization and also from external forums such as websites and blogs</p> <p>SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p> <p>SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA9. question customers appropriately in order to understand the nature of the problem and make a diagnosis</p> <p>SA10. give clear instructions to customers</p> <p>SA11. keep customers informed about progress</p> <p>SA12. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>

BWS/N9003

Create a positive impression at the workplace

	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry
	SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB6. deal with clients lacking the technical background to solve the problem on their own
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. use the existing data to arrive at specific data points
	SB9. use the existing data points for improving the call resolution time
	SB10. use the existing data points to generate required reports for business
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

BWS/N9003

Create a positive impression at the workplace

NOS Version Control

NOS Code	BWS/N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Beauty & Wellness	Drafted on	01/08/2015
Industry Sub-sector	Alternate Therapy	Last reviewed on	10/02/2016
Occupation	Yoga Services	Next review date	10/02/2019

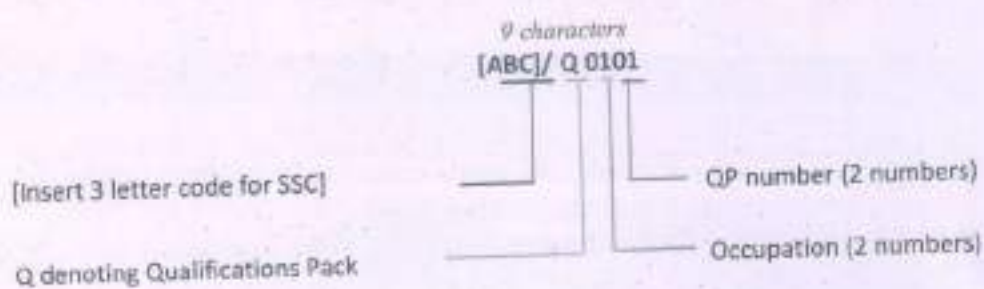


[Back to Top](#)

Annexure

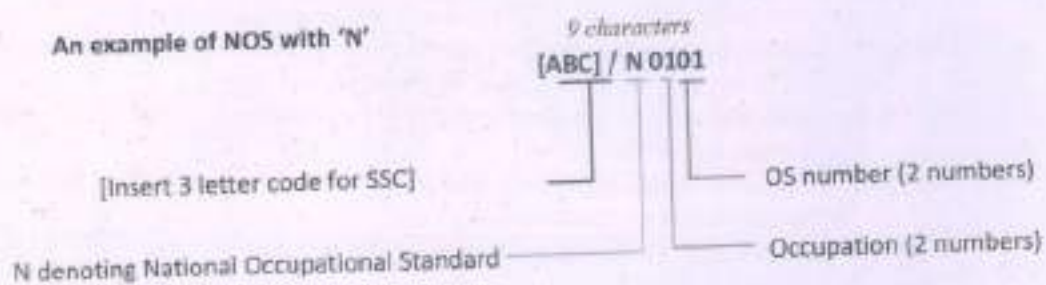
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

Qualifications Pack For Yoga Instructor

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
1. BEAUTY & SALONS	
Skin care services	0101-0109
Hair care services	0201-0212
Make up services	0301-0306
Nail care services	0401-0406
Aesthetic Dermatology services	0501-0504
Training Academy services	0601-0606
Tattoo services	0701-0705
Assessment services	0801-0802
2. REJUVENATION	
Spa Therapy	1001-1006
3. ALTERNATE THERAPY	
Ayurveda Therapy	2001-2006
Naturopathy Therapy	2101-2106
Yoga Therapy	2201-2206
Neurotherapy	2301-2303
Aromatherapy & Reflexology therapy	2401-2407
4. FITNESS & SLIMMING	
Fitness services	3001-3010
Nutrition services	3101-3108
Slimming services	3201-3204
5. PRODUCT & SALES	
Product & Sales	4001-4005

Qualifications Pack For Yoga Instructor

Sequence	Description	Example
Three letters	Industry name	BWS
Slash	/	/
Next letter	Whether QP or NOS	Q or N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Yoga Instructor

Qualification Pack BWS/Q2201

Sector Skill Council Beauty and Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluation for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Marks Allocation	
				Theory	Skills Practical
1.BWS/N9001 (Prepare & maintain work area)	PC1. ensure that environmental conditions are suitable for the client and the services to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. select suitable equipment/products/ tools etc. required for the services		19	5	14
	PC3. set up the equipment/ tools etc. and prepare for services in adherence to the organization's procedures and product/ equipment/ tools related guidelines		20	4	16
	PC4. sterilize and clean the tools/ machinery/ equipment before and after the usage		17	2	15

	PC5. dispose waste materials (if applicable) in adherence to the organization's and industry requirements		14	4	10
	PC6. store records, materials and equipment securely in line with the organization's policies		15	4	11
			100	22	78
2. BWS/N2201 (Conduct the basic yoga sessions)	PC1. ensure appropriate ambience for guests to perform yoga		3	1	2
	PC2. ensure readiness and preparedness of the guests to be able to take the session like empty stomach etc.		4	1	3
	PC3. provide appropriate opening and closure of the session through prayer/chanting/meditation		5	1	4
	PC4. perform and instruct loosening asanas or sukshma vyayama, breathing asanas as agreed with the guest and arrangement of the organization	100	5	1	4
	PC5. perform and instruct classical asana as agreed with the guest and arrangement of the organization		5	1	4
	PC6. perform and instruct pranayama's as agreed with the guest and arrangement of the organisation		4	1	3
	PC7. recognise, adjust, and adapt to specific guest needs in the evolving professional relationship		3	1	2
	PC8. implement effective teaching methods, adapt to unique styles of learning, provide supportive and effective feedback, acknowledge the guest's progress, and		4	1	3

	cope with unique difficulties / successes adjust appropriate practice strategies to the guests			
	PC9. elicit the goals, expectations and aspirations of the guests	3	1	2
	PC10. assist the supervisor to integrate information from the intake, evaluation, and observation to develop a working assessment of the guest's condition, limitations and possibilities	5	1	4
	PC11. deliver appropriate practices for individuals as well as group, taking into consideration the assessment of their conditions, limitations, possibilities and the overall practice strategy	4	1	3
	PC12. provide instruction, demonstration, education to the guests using multi-model strategies of education such as audio visual tools, kinaesthetic learning tools, etc.	4	1	3
	PC13. practice effective guest-centred communication based upon a respect for and sensitivity to individual familial, cultural, social, ethnic and religious factors	3	1	2
	PC14. gather feedback, assist the supervisor to re-assess and refine the practice for determining short-term or long-term goals and priorities	4	1	3
	PC15. accept and follow ethical principles and related concepts from the yoga tradition to professional interactions and relationships	3	1	2

	PC16. inform guests in various forms of yoga and its effect on body and mind	4	1	3
	PC17. use a broad range of mind-body-based healing tools in conjunction with asanas based on needs, ages, and ability levels to create effective practices against ailments	4	1	3
	PC18. apply yogic principles to conduct guest sessions to enhance wellbeing, overcome illness and live a healthier and more meaningful life	5	1	4
	PC19. perform and demonstrate all yoga techniques to guests and ensure compliance to safety and health standards	3	1	2
	PC20. assist guests to perform all techniques effectively	4	1	3
	PC21. evaluate asanas performed by guests and recommend correction whenever required	3	1	2
	PC22. coordinate with senior supervisors and guests on yogic lifestyle counselling to ensure healthy body and mind	3	1	2
	PC23. ensure guests satisfaction and assist in answering all guest queries	3	1	2
	PC24. store guest and equipment records, securely in line with the organization's policies	3	1	2
	PC25. leave the work area in a clean and hygienic condition suitable for further classes	3	1	2
	PC26. document the client chart (sattva, rajas, tamas), contra indications and health condition and requirements of all	3	1	2


	guests and conduct classes to follow the asanas plan designed				
	PC27. ensure appropriate ambience for guests to perform yoga		3	1	2
			100	27	73
3. BWS/N9002 (Maintain health and safety at the workplace)	PC1. set up and position the equipment/ tools/ machinery/ products etc. in the work area to meet legal, hygiene and safety requirements	100	10	3	7
	PC2. clean and sterilize all tools / machines/ equipment before and after the use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		10	3	7
	PC4. dispose waste materials (if applicable) in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		15	3	12
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		10	3	7
	PC8. report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. use machines, tools, equipment, chemicals and products in accordance with the organization's		13	3	10
			100	26	74
4. BWS/N9003 (Create a positive impression at work area)	PC1. maintain good health and personal hygiene	100	8	2	6
	PC2. comply with organisation's standards of grooming and		9	3	6

	personal behaviour
PC3.	meet the organisation's standards of courtesy, behaviour and efficiency
PC4.	stay free from intoxicants while on duty
PC5.	wear and carry organisation's uniform and accessories correctly and smartly
PC6.	take appropriate and approved actions in line with instructions and guidelines
PC7.	record details related to tasks, as per procedure
PC8.	participate in workplace activities as a part of the larger team
PC9.	report to supervisor immediately in case there are any work issues
PC10.	use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender
PC11.	communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines
PC12.	communicate role related information to stakeholders in a polite manner and resolve queries, if any
PC13.	assist and guide clients to services or products based on their needs
PC14.	report and record instances of aggressive/ unruly behaviour and seek assistance
PC15.	use communication equipment (phone,

5	1	4
6	1	5
6	1	5
6	2	4
5	2	3
5	1	4
3	1	2
7	2	5
7	2	5
7	2	5
4	1	3
4	1	3
4	1	3

	email etc.) as mandated by your organization			
	PC16. carry out routine documentation legibly and accurately in the desired format	4	1	3
	PC17. file routine reports and feedback	4	1	3
	PC18. maintain confidentiality of information, as required, in the role	6	2	4
		100	27	73

Smt. M.M.Shah MAHILA ARTS COLLEGE, KADI	
Diploma in Vocation	
ADMISSION IN BEAUTY & WELLNESS	
STUDENT LIST 2020-21	
Sr.no	Name
1	GOSWAMI SUSHILABEN KANUPURI
2	PARIKH CHHAYA HEMANT
3	PATEL AVANIBEN JAYANTIBHAI
4	PATEL HINABEN MANSUKHLAL
5	PATEL URMILABEN HIRALAL
6	PRAJAPATI CHHAYABEN BABULAL
7	VAIDYA RESHMABEN UDAYBHAI
8	PRAJAPATI ARTIBAHEN RASIKBHAI
9	JADEJA HARDIKABA ASHOKSINH
10	CHHASTIYA NILAMBEN VINODBHAI
11	GAJJAR HANI KUMARI MAHENDRABHAI
12	PATEL PINKIBEN
13	RABARI JINALBEN NAGJIBHAI
14	SUTHAR HEENA RAMBHAI
15	SWAMI PAYALBEN VALGIRI
16	TRIVEDI HIMANIBEN KAMLESHKUMAR
17	TRIVEDI SONALI B.


 Principal
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Prin. Dr.Hina M. Patel
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Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. p-2020-21

Date : 20/3/2021

Exam Notice

This is to inform you all that the IQAC of our college is organized Bachelor of Vocation Examination the detail of course is as under.

1. Name of course: Diploma in Vocation
2. Duration of course: 1 Year
3. Date of Exam: 26/3/2021
4. Timings of Exam: 02 hours
5. Place of Exam: Class Room No :11

Smt.M.M.Shah Mahila Arts College All participants will get certificate after completion of course.

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Taivedi Sonali B

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Beauty & Wellness

Total Marks: 70

Date: 25/3/2021

Time: 12:00 to 01:00

68
70

1. Which vitamin is essential for maintaining healthy skin?
☒ a) Vitamin A
☐ b) Vitamin B12
☐ c) Vitamin C
☐ d) Vitamin D
2. Which natural oil is commonly used to moisturize and condition hair?
☐ a) Olive oil
☐ b) Castor oil
☒ c) Coconut oil
☐ d) Almond oil
3. What is the primary benefit of exfoliating the skin?
☐ a) Reduces wrinkles
☒ b) Removes dead skin cells
☐ c) Lightens the skin
☐ d) Hydrates the skin
4. Which of the following is NOT a type of facial mask?
☐ a) Clay mask
☐ b) Sheet mask
☐ c) Gel mask
☒ d) Oil mask
5. What is the purpose of a toner in a skincare routine?
☐ a) To cleanse the skin
☐ b) To exfoliate the skin
☒ c) To balance the skin's pH
☐ d) To moisturize the skin
6. Which ingredient is commonly found in anti-aging products?
☒ a) Retinol
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☐ c) Benzoyl peroxide
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7. Which type of massage is best for relieving muscle tension?
☐ a) Swedish massage
☐ b) Hot stone massage
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☐ d) Aromatherapy massage
8. What is the main benefit of using a conditioner after shampooing?
☐ a) Cleanses the hair
☐ b) Adds volume to the hair
☒ c) Moisturizes and detangles the hair
☐ d) Colors the hair

9. Which mineral is commonly used in makeup for its shimmer effect?

- a) Talc
- b) Mica
- c) Zinc oxide
- d) Titanium dioxide

10. What is a common symptom of a vitamin C deficiency?

- a) Dry skin
- b) Acne
- c) Dark circles
- d) Scurvy

11. Which of the following is an antioxidant that is beneficial for the skin?

- a) Vitamin D
- b) Vitamin E
- c) Vitamin K
- d) Vitamin B6

12. Which technique is used to apply foundation evenly on the face?

- a) Blotting
- b) Stippling
- c) Contouring
- d) Baking

13. What is the main benefit of using a serum in a skincare routine?

- a) Exfoliates the skin
- b) Deeply hydrates and targets specific skin concerns
- c) Removes makeup
- d) Cleanses the pores

14. Which essential oil is commonly used for its calming properties?

- a) Peppermint oil
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15. Which of the following is a primary ingredient in traditional henna for hair coloring?

- a) Indigo powder
- b) Amla powder
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- d) Neem powder

16. What is the role of collagen in the skin?

- a) Provides hydration
- b) Reduces pigmentation
- c) Provides structure and elasticity
- d) Cleanses the skin

17. Which product is best used to remove makeup?

- a) Toner
- b) Serum
- c) Micellar water
- d) Moisturizer

18. Which treatment is commonly used to reduce cellulite?
a) Facials
b) Chemical peels
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19. Which hair care product is designed to protect hair from heat damage?
a) Hair mask
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a) Sun Protection Factor
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a) Glycolic acid
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26. What is a common benefit of using aloe vera on the skin?
a) Reduces oiliness
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27. Which type of brush is best for applying powder foundation?
a) Flat brush
b) Kabuki brush
c) Angled brush
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28. Which essential oil is known for its antiseptic properties?

- a) Lavender oil
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29. What is the purpose of a primer in makeup application?

- a) Adds color to the face
- b) Moisturizes the skin
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30. Which of the following is a common treatment for reducing the appearance of dark spots?

- a) Glycolic acid
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31. Which of the following is NOT a benefit of drinking adequate water for skin health?

- a) Hydrates the skin
- b) Reduces wrinkles
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- d) Increases oil production

32. Which of the following is a natural exfoliant?

- a) Baking soda
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33. What is a common cause of brittle nails?

- a) Vitamin D deficiency
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34. Which type of facial is known for its anti-aging benefits?

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Swarni Payalben Kulejiri

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Beauty & Wellness

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Rabari Jiniben Nargjibhai

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- c) Lightens skin tone
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27. Which type of brush is best for applying powder foundation?

- a) Flat brush
- ☒ b) Kabuki brush
- c) Angled brush
- d) Fan brush

28. Which essential oil is known for its antiseptic properties?
- a) Lavender oil
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29. What is the purpose of a primer in makeup application?
- a) Adds color to the face
 - ☒ b) Moisturizes the skin
 - c) Creates a smooth base for makeup
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30. Which of the following is a common treatment for reducing the appearance of dark spots?
- ☒ a) Glycolic acid
 - b) Tea tree oil
 - c) Jojoba oil
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31. Which of the following is NOT a benefit of drinking adequate water for skin health?
- a) Hydrates the skin
 - b) Reduces wrinkles
 - ☒ c) Improves skin elasticity
 - d) Increases oil production
32. Which of the following is a natural exfoliant?
- ☒ a) Baking soda
 - b) Aloe vera
 - c) Honey
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33. What is a common cause of brittle nails?
- a) Vitamin D deficiency
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34. Which type of facial is known for its anti-aging benefits?
- a) Hydrating facial
 - b) Chemical peel
 - c) Oxygen facial
 - ☒ d) LED light therapy
35. Which product is best used to remove makeup?
- a) Toner
 - b) Serum
 - ☒ c) Micellar water
 - d) Moisturizer

Sythar Gleena Rambhai

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Beauty & Wellness

Total Marks: 70

Date: -25/3/2021

Time: 12:00 to 01:00

68
70

1. Which vitamin is essential for maintaining healthy skin?
☒ a) Vitamin A
☐ b) Vitamin B12
☐ c) Vitamin C
☐ d) Vitamin D
2. Which natural oil is commonly used to moisturize and condition hair?
☐ a) Olive oil
☐ b) Castor oil
☒ c) Coconut oil
☐ d) Almond oil
3. What is the primary benefit of exfoliating the skin?
☐ a) Reduces wrinkles
☒ b) Removes dead skin cells
☐ c) Lightens the skin
☐ d) Hydrates the skin
4. Which of the following is NOT a type of facial mask?
☐ a) Clay mask
☐ b) Sheet mask
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5. What is the purpose of a toner in a skincare routine?
☐ a) To cleanse the skin
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☒ c) To balance the skin's pH
☐ d) To moisturize the skin
6. Which ingredient is commonly found in anti-aging products?
☒ a) Retinol
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7. Which type of massage is best for relieving muscle tension?
☐ a) Swedish massage
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8. What is the main benefit of using a conditioner after shampooing?
☐ a) Cleanses the hair
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☒ c) Moisturizes and detangles the hair
☐ d) Colors the hair

9. Which mineral is commonly used in makeup for its shimmer effect?

- a) Talc
- b) Mica
- c) Zinc oxide
- d) Titanium dioxide

10. What is a common symptom of a vitamin C deficiency?

- a) Dry skin
- b) Acne
- c) Dark circles
- d) Scurvy

11. Which of the following is an antioxidant that is beneficial for the skin?

- a) Vitamin D
- b) Vitamin E
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12. Which technique is used to apply foundation evenly on the face?

- a) Blotting
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13. What is the main benefit of using a serum in a skincare routine?

- a) Exfoliates the skin
- b) Deeply hydrates and targets specific skin concerns
- c) Removes makeup
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14. Which essential oil is commonly used for its calming properties?

- a) Peppermint oil
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15. Which of the following is a primary ingredient in traditional henna for hair coloring?

- a) Indigo powder
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- d) Neem powder

16. What is the role of collagen in the skin?

- a) Provides hydration
- b) Reduces pigmentation
- c) Provides structure and elasticity
- d) Cleanses the skin

17. Which product is best used to remove makeup?

- a) Toner
- b) Serum
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18. Which treatment is commonly used to reduce cellulite?

- a) Facials
- b) Chemical peels
- c) Body wraps
- d) Microdermabrasion

19. Which hair care product is designed to protect hair from heat damage?

- a) Hair mask
- b) Leave-in conditioner
- c) Heat protectant spray
- d) Dry shampoo

20. What does SPF stand for in sunscreens?

- a) Sun Protection Factor
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21. Which type of acid is commonly used in chemical peels for acne-prone skin?

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- a) Round
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23. What is the primary benefit of a scalp massage?

- a) Removes dandruff
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24. Which of the following is a method of hair removal?

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Patel Pinkiben

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Beauty & Wellness

64
70

Total Marks: 70

Date: 25/3/2021

Time: 12:00 to 01:00

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Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Beauty & Wellness

Total Marks: 70

Date: -25/3/2021

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- d) Vitamin D

Answer: a) Vitamin A

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- c) Coconut oil
- d) Almond oil

Answer: c) Coconut oil

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- a) Reduces wrinkles
- b) Removes dead skin cells
- c) Lightens the skin
- d) Hydrates the skin

Answer: b) Removes dead skin cells

4. Which of the following is NOT a type of facial mask?

- a) Clay mask
- b) Sheet mask
- c) Gel mask
- d) Oil mask

Answer: d) Oil mask

5. What is the purpose of a toner in a skincare routine?

- a) To cleanse the skin
- b) To exfoliate the skin
- c) To balance the skin's pH
- d) To moisturize the skin

Answer: c) To balance the skin's pH

6. Which ingredient is commonly found in anti-aging products?

- a) Retinol
- b) Salicylic acid
- c) Benzoyl peroxide
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Answer: a) Retinol

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Answer: c) Deep tissue massage

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Answer: c) Moisturizes and detangles the hair

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Answer: b) Mica

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Answer: d) Scurvy

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Answer: b) Vitamin E

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- d) Baking

Answer: b) Stippling

13. What is the main benefit of using a serum in a skincare routine?

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Answer: a) Sun Protection Factor

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- b) Salicylic acid
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- d) Ascorbic acid

Answer: b) Salicylic acid

22. Which nail shape is characterized by a squared-off tip?

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Answer: c) Square

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- c) Colors the hair
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Answer: b) Stimulates hair growth

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32. Which of the following is a natural exfoliant?

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- c) Honey
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Answer: a) Baking soda

33. What is a common cause of brittle nails?

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Answer: c) Micellar water

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI		
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES		
ADMISSION IN BEAUTY & WELLNESS		
STUDENT LIST 2020-21		
Sr.no	Name	Sign
1	GOSWAMI SUSHILABEN KANUPURI	S.K. GOSWAMI
2	PARIKH CHHAYA HEMANT	P.C.H.
3	PATEL AVANIBEN JAYANTIBHAI	A.J.P.
4	PATEL HINABEN MANSUKHLAL	H.M.R.
5	PATEL URMILABEN HIRALAL	U.H.P.
6	PRAJAPATI CHHAYABEN BABULAL	CHHAYABEN
7	VAIDYA RESHMABEN UDAYBHAI	Reshma R.U.
8	PRAJAPATI ARTIBAHEN RASIKBHAI	A.R. Prajapati
9	JADEJA HARDIKABA ASHOKSINH	H.A. Jadeja
10	CHHASTIYA NILAMBEN VINODBHAI	N.V.C.
11	GAJJAR HANI KUMARI MAHENDRABHAI	H.M.G.
12	PATEL PINKIBEN	Patel P.
13	RABARI JINALBEN NAGJIBHAI	Rabari J.H.
14	SUTHAR HEENA RAMBHAI	H.R.S.
15	SWAMI PAYALBEN VALGIRI	Swami
16	TRIVEDI HIMANIBEN KAMLESHKUMAR	H.K.T.
17	TRIVEDI SONALI B.	S.B.T.

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Sr.no	Name	Theory	Practical	Total
1	GOSWAMI SUSHILABEN KANUPURI	50	20	70
2	PARIKH CHHAYA HEMANT	68	20	88
3	PATEL AVANIBEN JAYANTIBHAI	68	15	83
4	PATEL HINABEN MANSUKHLAL	68	18	86
5	PATEL URMILABEN HIRALAL	66	17	83
6	PRAJAPATI CHHAYABEN BABULAL	64	16	80
7	VAIDYA RESHMABEN UDAYBHAI	60	15	75
8	PRAJAPATI ARTIBAHEN RASIKBHAI	68	14	82
9	JADEJA HARDIKABA ASHOKSINH ✓	68	13	81
10	CHHASTIYA NILAMBEN VINODBHAI	60	18	78
11	GAJJAR HANI KUMARI MAHENDRABHAI	68	22	90
12	PATEL PINKIBEN	64	24	88
13	RABARI JINALBEN NAGJIBHAI	60	25	85
14	SUTHAR HEENA RAMBHAI	68	28	96
15	SWAMI PAYALBEN VALGIRI	66	26	92
16	TRIVEDI HIMANIBEN KAMLESHKUMAR	60	25	85
17	TRIVEDI SONALI B.	68	20	88

18 Patel Sushilaben Kanupuri 48
 189 Sushilaben Kanupuri Valgiri 44

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in BEAUTY & WELLNESS

Academic Year: 2020-21

Feedback Form

Full Name: Coswami Sushilaben K.

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation				✓	
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: _____

great job


Signature of Student

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in BEAUTY & WELLNESS

Academic Year: 2020-21

Feedback Form

Full Name: Parikh chhaya Hemant

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

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Suggestion: good

Parikh chhaya
Signature of Student

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Suggestion: _____

પૂર્ણ જ ઉપરોક્ત અને 2+221
કોર્સ.

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અમલીબેન જયંતિભાઈ

Smt. M. M. Shah Mahila Arts College, Kadi
Beauty and Wellness

Date: 30/4/2024

Total Student :17

Questions	Rate between 1 to 5					Total
	1	2	3	4	5	17
Communication Skill	0%	0%	0%	76.47%	23.53%	17
Presentation	0%	0%	0%	47.06%	52.94%	17
Content Knowledge	0%	0%	0%	23.52%	76.48%	17
Overall Impression	0%	0%	0%	11.76%	88.24%	17
How Stisfied with Subject (Topic) with You Learn	0%	0%	0%	11.76%	88.24%	17



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. p-2020-21

Date : 30/4/2021

Report on Diploma in Vocation Course of Beauty & wellness

Diploma in Vocation Course of Beauty & wellness conducted on 22 June 2020 to 30 April 2021 The Course was organized by Internal Quality Assurance Cell, Smt. M.M Shah Mahila Arts College Kadi . Course was delivered Over 17 Participants attended the Course. Dr. Sangita .C. Acharya introduced about the speakers and handled the Course , Principal Dr. Hina. M. Patel Honour the Speakers with her speech.

The speaker Dalwadi Saraswati. D Spoke on the topic of Beauty & wellness Her Lecture started with **Technical Skills**: Training in various beauty treatments such as skincare, makeup application, hairstyling, manicure, pedicure, etc. **Knowledge of Products and Tools**: Understanding different beauty products, tools, and their uses. **Client Communication**: Skills in client consultation and communication to understand client needs and preferences. **Hygiene and Safety**: Awareness of hygiene practices and safety protocols in beauty treatments. **Business Skills**: Basic business management skills relevant to running a beauty salon or freelance beauty business. **Trends and Innovation**: Awareness of current beauty trends, innovations in products, and techniques. **Certification**: Depending on the course, certification that may be required for employment or starting a business in the beauty industry.

The Course was concluded with vote of thanks by Dr. Sangeeta C. Acharya. The Course was highly impormetive to Students, Teachers and Research Scholars. Teacher and Student From other deparments, Colleges , universities and Research institutes from different parts of India participated in the Course. This Course Provided valuable awareness and insights on the various aspect of Beauty & wellness


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 28/3/2024

To,

Dalwadi Saraswati.D

Beautyshion

Dear Madam,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject " Beauty & Wellness" was highly appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you


Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Me, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

SHAH APURVA VIJAYKUMAR

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Beauty and Wellness**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





Me, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

KORI ARUNKUMAR CHANDRASHEKHAR

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Beauty and Wellness**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





We, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

GOSWAMI DHARMIKGIRI JAGDISHGIRI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Beauty and Wellness**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.



ભાઈઓ
તેમજ બહેનો
માટે

Admission Open - 2020-21

શું આપ પ્રોફેશનલ ક્ષેત્રે કારકિર્દી બનાવવા માંગો છો...!!

તો આવો B.Voc અથવા Diploma કોર્સમાં જોડાઈ આપનું ભવિષ્ય ઉજવણ બનાવો ...!!

UGC - MHRD, નવી દિલ્હી માન્ય છેલ્લે અનુદાનિત સ્કીલ બેઝ્ડ 3 વર્ષ ડીગ્રી કોર્સોસ તેમજ 1 વર્ષના ડીપ્લોમાં કોર્સ

B.Voc (Bachelor of Vocation)

સમયગાળો-3 વર્ષ, ફૂલ ટાઇમ કોર્સ

ક્રમ	કોર્સનું નામ	વ્યવસાયીક તક	ફી
૧	બેન્કિંગ, ફાઇનાન્સિયલ સર્વિસીસ અને ઇન્સ્યુરન્સ	બેંક ફાઇનાન્સિયલ સર્વિસીસ, ઇન્સ્યુરન્સ NBFC, કો-ઓપરેટીવ્સ ઇન્ડસ્ટ્રીઝ, NBFC	૪૦૦૦/-
૨	એક્સપોર્ટ એન્ડ ઇમ્પોર્ટ મેનેજમેન્ટ	કંપની, સોશિયલ એક્સપોર્ટ હાંડલિંગ, કસ્ટમ ક્લીયરિંગ હાંડલિંગ, માર્કેટિંગ, ગ્રેડર કન્ટ, ટ્રાન્સપોર્ટ કંપની, લોજિસ્ટિક્સ કંપની, ડાયરેક્ટર પબ્લિક ઓફ કોર્પોરેટ કોર્પોરેશન સર્વિસીસ, ફાઇનાન્સિયલ ઇન્ડસ્ટ્રીઝ, આ.ટા. વેબસાઇટ ફાઇનાન્સ કસ્ટમીઝેશન	૪૦૦૦/-
૩	પેરામેડિકલ એન્ડ નર્સિંગ	સસ્ટકાર્ટ હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી ક્લીનિકલ નર્સિંગ હોમ, ડીટેબીલિટી સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, ઇન્ડિયન રેડક્રોસ સોસાયટી, ઇન્ડિયન નર્સિંગ કાઉન્સિલ, નર્સિંગ ઇન્સ્ટિટ્યુટ, પ્રાથમી, હેલ્થ વર્કર	૧૦૦૦૦/-

પ્રવેશ લાયકાત :- કોઈપણ પ્રવાહ અથવા માન્ય શૈક્ષણિક બોર્ડમાંથી ધોરણ -૧૨ પાસ

જરૂરી ડોક્યુમેન્ટસ :- ધોરણ - ૧૨ પાસ થયેલા સ્નાતક કે અનુસ્નાતકની માર્કશીટ નકલ-૨, ફોટો, આધારકાર્ડની, રેશનકાર્ડની નકલ- ૨, એલ.સી.ની નકલ- ૨, જાતિની દાખલો નકલ -૨ કોપી

SC/ ST/ OBC અને PWD કેટેગરીના વિદ્યાર્થીઓને સરકારી સહાયનો લાભ

કોઈપણ વયની વ્યક્તિ સદર કોર્સમાં પ્રવેશ મેળવી શકે છે.

સંપર્ક સુત્ર

ડીપાર્ટમેન્ટ ઓફ સ્કીલ સ્ટડીઝ, શ્રીમતી એમ. શાહ મહિલા આર્ટ્સ કોલેજ,

એન. સી. દેસાઈ પેટ્રોલપંપ સામે કડી- કલોલ હાઇવે રોડ, કડી ● સમય : સવારે ૯ થી ૨

મોબાઈલ નં. : ૯૭૩૭૧૭૫૪૬૭, ૯૯૦૪૧૯૯૦૨૦, ૮૪૯૦૯૨૩૨૨૭, ૯૭૧૪૭૭૦૦૩૬, ૮૧૬૦૭૧૯૭૨૫, ૯૯૨૫૦૩૨૪૨૧

E-mail : nrinhmnatel@gmail.com

ભાઈઓ
તેમજ બહેનો
માટે

Diploma Course

(1st Year Full Time)

ક્રમ	કોર્સનું નામ	વ્યવસાયીક તક	ફી
૧	બેન્કિંગ	બેંક ફાઇનાન્સિયલ સર્વિસીસ, ઇન્સ્યુરન્સ NBFC, કો-ઓપરેટીવ્સ ઇન્ડસ્ટ્રીઝ, NBFC	૩૦૦૦/-
૨	નર્સિંગ	સસ્ટકાર્ટ હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી ક્લીનિકલ નર્સિંગ હોમ, ડીટેબીલિટી સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, ઇન્ડિયન રેડક્રોસ સોસાયટી, ઇન્ડિયન નર્સિંગ કાઉન્સિલ, નર્સિંગ ઇન્સ્ટિટ્યુટ, પ્રાથમી, હેલ્થ વર્કર	૫૦૦૦/-
૩	વેબ ડીઝાઇનીંગ એન્ડ ગ્રાફિક્સ	IT સોલ્યુશન્સ અને વેબસાઇટ કંપની, ખાનગી, બાઈટ કંપની, ફ્રી લેન્ડ	૩૦૦૦/-
૪	બ્યુટી એન્ડ વેલનેસ	ફ્રિલ ઇન્ડસ્ટ્રીઝ મેકઅપ સાર્ટીસ્ટ, બ્યુટી સેન્ટર, વેલનેસ સેન્ટર, ફેશન બ્યુટીસિયન ઇન્ડસ્ટ્રીઝ	૩૦૦૦/-
૫	યોગા, ફિટનેસ એન્ડ નેસરોપ્થી	સોનમ ઇન્સ્ટીટ્યુટ, યોગા વેટપોસ્ટ, યોગા એડવાન્સ, યોગા સોશાયલિસ્ટ, યોગા ટીચર, સનકાર્ટી, પ્રાથમી ઇન્સ્ટીટ્યુટ, નેસરોપ્થી પ્રેક્ટીસ	૩૦૦૦/-
૬	ફેશન ડીઝાઇનીંગ એન્ડ ટેક્સટાઇલ ડીઝાઇન	ફેશન ડીઝાઇનર, ફેશન સ્ટાફીસ્ટ, સીટેલ મેનેજર, ટેક્સટાઇલ ડીઝાઇનર, ફેશન બ્લોગર	૩૦૦૦/-



Prin. Dr.Hina M. Patel
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website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P- 2020-21

Date : 27/6/2020

Circular

This is to inform you all Faculty that the IQAC of the college organizes one Year Diploma in Vocation on Fashion Designing & Tailoring 22nd June 2020 30 April 2021 All Students of the college are hereby directed to attend the same.


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

To,

1. All Teaching Staff of the College
2. Notice Boards
3. Circulation in Classrooms
4. Guard File



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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 20/6/2020

Invitation Letter

To,
Jagruti Vaghela
Fashion Designer

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina.M.Patel
Principal


Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
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website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 20/6/2020

Invitation Letter

To,

Halima

Fashion Designer

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina.M.Patel

Principal

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.M.Shah MAHILA ARTS COLLEGE, KADI
Diploma in Vocation
ADMISSION IN FASHION DESIGNING & TAILORING
STUDENT LIST 2020-21

Sr.no	Name
1	THAKOR KAVITABEN KHODAJI
2	THAKOR DHARATIBEN PRATAPJI
3	SONI AMIBAHEN NARESHKUMAR
4	PARMAR DARSHITA DILIPKUMAR
5	PRAJAPATI VISHAKHA SURESHBHAI
6	BAROT VIDHIBEN SANJAYKUMAR
7	BAROT GRISHMA SANJAYKUMAR
8	PATEL MONIKABEN ARVINDBHAI
9	BHARVAD SHOBHANABEN VAGHUBHAI
10	BHARWAD POOJA HEDUBHAI
11	SONI KAMINI BHUPENDRABHAI
12	PATEL SONALBEN NAVLESHBHAI
13	PRAJAPATI POONAMBEN AMRATBHAI
14	PATEL HANSABAHEEN KHODABHAI
15	PATEL JALPABEN MANASUKHABHAI
16	PATEL DISHA HARSHADKUMAR
17	PATEL GITABEN SHANKARBHAI
18	BHAVIKA HARSHADKUMAR BHATT
19	RAVAL AVANIBEN MEHULKUMAR
20	PATEL RINKALBAHEN MAHENDRAKUMAR


Principal
Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.M. SHAH MAHILA ARTS COLLEGE, KADI
Diploma in Vocation B.voc 2020-21

Day	Time	Course	Class room	Faculty
Monday	1:00 to 4:00	Beauty & wellness	20	Dalwadi Saraswati.D
Tuesday	1:00 to 4:00	Banking	12	Dr.Hina.M.Patel & Viral Kanudavala
Wednesday	1:00 to 4:00	Fashion Designing & Tailoring	11	Halima & Jagruti Vaghela
Thursday	1:00 to 4:00	Yoga Fitness & Naturopathy	Sports Room	Akshay bhai
Friday	1:00 to 4:00	Web designing & Animation	14(Computer Lab)	Amarsinh Parmar & Pooja Raval


 IQAC Co-ordinator Sing


 Principal Sing
 Smt. M.M. Shah Mahila Arts College
 Kadi. (N.G.) -382715

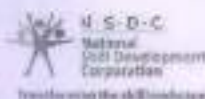
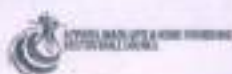
Model Curriculum

Assistant Fashion Designer

SECTOR: Apparel, Made-Ups And Home Furnishing
SUB-SECTOR: Apparel
OCCUPATION: Designing
REF ID: AMH/Q1210,V1.0
NSQF LEVEL: 4

TABLE OF CONTENTS

1. <u>Curriculum</u>	02
2. <u>Trainer Prerequisites</u>	11
3. <u>Annexure: Assessment Criteria</u>	12



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

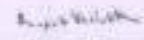
is hereby issued by the
APPAREL MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL
for the
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: Assistant Fashion Designer, QP No. AMH/Q1210 NSQF Level 4

Date of Issuance: Feb 11, 2019

Valid up to: Feb 11, 2023

* Valid up to the next review date of the Qualification Pack


Authorized Signatory
(Apparel Made-ups And Home Furnishing Sector - Skill Council)

Assistant Fashion Designer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Assistant Fashion Designer", in the "Apparel, Made Ups and Home Furnishing" Sector/Industry and aims at building the following key competencies amongst the learner:

Program Name	Assistant Fashion Designer		
Qualification Pack Name & Reference ID.	AMH/Q1210, V1.0		
Version No.	1.0	Version Update Date	11/02/2019
Pre-requisites to Training	Preferably Class XII		
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> Plan and prepare design collections of garments for a season Develop proto and fit samples Evaluate the proto sample developed related to specific product class Maintain health, safety and security in the designing department Comply with industry, regulatory and organizational requirements 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Assistant Fashion Designer" Qualification Pack issued by "Apparel, Made-Ups and Home Furnishing Sector Skill Council".

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Identify the trends in the apparel industry. Identify roles and responsibilities of an Assistant Fashion Designer. 	<p>Whiteboard/blackboard, marker and duster, computer and computer peripherals projector</p>

2	<p>Plan and prepare design collections of garments for a season</p> <p>Theory Duration (hh:mm) 45:00 Practical Duration (hh:mm) 113:00</p> <p>Corresponding NOS Code AMH/N1210</p>	<ul style="list-style-type: none"> Plan market research using various tools of research such as forecast magazines, fashion shows, market analysis etc. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design. Develop a mood/theme board based on the market research. Extract the key elements from the mood board which is intended to be put in the garment design as per the instructions given and the clientele. Identify various design elements. Construct a design using the various elements of design. Describe the various types of fiber, their properties, and textiles processes. Follow compliance requirements related to usage of various types of dyes such as azo free dyes and garment construction process. Identify swatches of the fabrics (print, embroidery, dyed etc.), trims and accessories that are required for design development. Develop a file of the swatches collected. Identify various types of garments (shirts, skirts, trousers, etc.) and the types of garment parts such as sleeves, collars, necklines, etc. Identify various national and international standard sizes. Illustrate various techniques of taking body measurement. Drape the mannequin to construct the pattern in the required design. Develop the pattern as per the draping done or using direct measurement. Lay the pattern on the fabric. Cut the garment as per the pattern. Construct the cut components and assemble them to form a garment. Embroider the constructed garment using different embroidery techniques. Demonstrate different dyeing and printing techniques. 	<p>Computer and Computer Peripherals, Design software (Coral, photoshop etc.), Printer, Mannequin (Male or female, Size M) Sewing Machine with tables (domestic or industrial SNLS as per requirement), Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.), Garment, Made ups and Home Furnishing Samples (qnt may vary), Drawing Board (any size wooden)</p> <p>Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, frenchcurve etc. "Sewing kit (includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc.)" Machine tool kit (screw driver, screw etc.), Machine oil, Machine Needle and hand needles (Various Gauges), embroidery needles, Attachments for sewing machine (as per req), Button hole scissor, Hand notcher (pattern notcher), Sewing Threads (Surplus thread is used. The quantity, thread packaging, variety may vary as per requirement), embroidery thread as per req, Bobbins (qnt may vary) Bobbin case (qnt may vary) Hanger (wooden and plastic, material), Embroidery frame (various sizes and shapes qnt may vary) Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted, qnt may vary) Pin Cushion (quantity may vary as per requirement), Dustbin, Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement), Dress</p>
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		<p>Maker's Pin (quantity may vary as per requirement) Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc) Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /Whiteboard White /Black Board Marker Pantone Shade Card, Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours), Dexterity Test Kit, Sewing Machine tool kit Students Notes</p>
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3	<p>Develop proto and fit samples</p> <p>Theory Duration (hh:mm) 42:00</p> <p>Practical Duration (hh:mm) 130:00</p> <p>Corresponding NOS Code AMH/N1211</p>	<ul style="list-style-type: none"> Identify the various key elements covered in a techpack such as specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed as per the customer's requirement, manufacturing process. Prepare the techpack. Construct pattern as per the techpack. Construct proto and fit samples as per techpack as per the sequence of assembling the components. Prepare the cost sheet of the style in the given format. 	<p>Computer and Computer Peripherals, Design software (Coral, photoshop etc), Printer, Mannequin (Male or female , Size M), Sewing Machine with tables (domestic or industrial SNLS as per requirement), Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.), Garment , Made ups and Home Furnishing Samples ((qnt may vary), Drawing Board (any size wooden), Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, french curve etc , "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc)", Machine tool kit (screw driver, screw etc.), Machine oil, Machine Needle and hand needles (Various Gauges), embroidery eedies, Attachments for sewing machine (as per req), Button hole scissor, Hand notcher (pattern notcher), Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement) , embroidery thread as per req, Bobbins (qnt may vary), Bobbin case (qnt may vary), Hanger (wooden and plastic material), Embroidery frame (various sizes and shapes qnt may vary), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted .qnt may vary) ,Pin Cushion (quantity may vary as per requirement), Dustbin, Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push</p>
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Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement), Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /White board White /Black Board Marker Pantone Shade Card Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart , Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit, Sewing Machine tool kit Students Notes

4	<p>Evaluate the proto sample developed</p> <p>Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code AMH/N1222</p>	<ul style="list-style-type: none"> • Check the proto sample as per the instructions given in the techpack or by the client. • Check proto sample for design (woven/print), and attributes like washability, utility, etc. • Make corrections in the proto/fit sample as per review inputs. • Prepare the file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet etc. 	<p>Sewing Machines and tools, Sewing kit, Mannequin</p>
5	<p>Maintain health, safety and security in the designing department</p> <p>Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N1223</p>	<ul style="list-style-type: none"> • Identify methods to be vigilant for potential risks and threats associated with the workplace and equipment such as physical injuries from scissors, shears, etc. • Handle tools and equipment such as cutters, scissors, etc. safely and securely. • Check the workplace and work processes for potential risks and threats such as fire, electric shocks, etc. • Demonstrate the process involved in mock-drills and/or evacuation at the workplace in case of emergency • Perform emergency procedures such as first-aid and Cardio Pulmonary Resuscitation (CPR). • Demonstrate correct and safe handling of fire extinguishers. • Apply emergency response processes. 	<p>First Aid kit, Fire Extinguisher</p>

6	<p>Comply with industry, regulatory and organizational requirements</p> <p>Theory Duration (hh:mm) 23:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code AMH/N0104</p>	<ul style="list-style-type: none"> • Apply legislation and regulations, organizational guidelines and procedures while carrying out work related functions. • Apply appropriate methods to seek clarifications pertaining to policies and procedures, from the supervisor or other authorized personnel. 	<p>Computer, Peripherals, Computer Documents related to Compliance</p>
7	<p>Soft Skills</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Illustrate the steps followed for personal grooming and hygiene. • Apply organization procedures and maintain personal health and hygiene and avoid habits like gutkha, tobacco etc. • Demonstrate effective interaction with the group. • Demonstrate time management in the work. • Write your resume. • Demonstrate the preparation for the interviews. 	<p>White/Black Board, Marker And Duster, Computer And Computer Peripherals</p>
	<p>Total Duration 500:00</p> <p>Theory Duration 150:00</p> <p>Practical Duration : 350:00</p>	<p>Unique Equipment Required: Computer & Computer Peripherals, Design software (Coral, photoshop etc),Printer ,Mannequin (Male or female , Size M),Sewing Machine with tables (domestic or industrial SNLS as per requirement),Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/Iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment , Made ups and Home Furnishing Samples ((qnt may vary),Drawing Board (any size wooden),Types Of Scales :normal straight big ruler ,hip curve, leg shaper, pattern master, french curve etc ,*Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc)*,Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery needles, Attachments for sewing machine (as per req),Button hole scissor, Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement) , embroidery thread as per req, Bobbins (qnt may vary) Bobbin case (qnt may vary),Hanger (wooden and plastic , material), Embroidery frame (various sizes and shapes qnt may vary),Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),Dustbin Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement),Fabric Pins, Highlighter (quantity may vary as per requirement),Pencil (HB, 2B, H, 2H, 4H,4B, 6B, 8B),Eraser, Note books,Sharpener, Carbon Paper (Various Colours),Design Transferring Paper,Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes),Labels & Stickers (Qty may vary as per requirement),Scissors (plastic handled scissor for cutting paper),Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured),Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon) ,Colour (Poster colour, Water colour, Acrylics, Pastels,</p>	

	<p>fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser, Blackboard /Whiteboard, White /Black Board Marker, Pantone Shade Card, Fashion Forecasting Books/Journals/Magazines, Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet, Chalk & marker (Chalks & markers of different colours), Dexterity Test Kit, Sewing Machine tool kit, Students Notes</p>
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Grand Total Course Duration: 500 Hrs

(This syllabus/ curriculum has been approved by Apparel, Made-Ups and Home Furnishing Sector Skill Council)

Trainer Prerequisites for Job role: "Assistant Fashion Designer" mapped to Qualification Pack: "AMH/Q1210, version 1.0"

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "AMH/Q1210"
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills; ability to work as team, diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • Diploma of minimum 1 year duration in the relevant trade • ITI in relevant trade • Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: "Assistant Fashion Designer" mapped to QP: "AMH/Q1210", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • Diploma of minimum 1 year duration in the relevant trade with 2 years of work experience in relevant trade • ITI in relevant trade with minimum 2 years of work experience in relevant trade • Graduation in relevant trade with minimum 2 years of work experience in relevant trade, • He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

Annexure: Assessment Criteria

Job Role Assistant Fashion Designer

Qualification Pack AMH/Q1210

Sector Skill Council AMHSSC

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination / training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

		Marks Allocation				
		Total Marks 350	Out Of	Theory	Skills Practical	Viva
1.AMH/N1210 Plan and prepare design collections of garments for a season	PC1. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them	90	20	8	11	1
	PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment design as per the instructions given		18	4	13	1
	PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development		18	4	13	1
	PC4. Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment		22	8	12	2

	PC5. Get approval from the concerned heads in context of the design collection made, fabrics, trims and accessories intended to use and the manufacturing techniques to be used to develop a garment		12	4	7	1
	Total		90	28	56	6
2.AMH/N1211 Develop proto and fit samples	PC1. Prepare techpack with details like specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed	100	21	8	11	2
	PC2. Review techpack in consultation with the client and design review team with respect to the availability of the concerned materials in the market, organization's ability to manufacture that design, labour skills, etc..		24	9	13	2
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples		18	5	12	1
	PC4. Develop proto and fit samples as per the revised techpack for a particular style		19	3	15	1
	PC5. Fill the cost sheet of the style in the given format after consulting various departments		18	7	9	2
	Total		100	32	60	8
3.AMH/N1222 Evaluate the proto sample developed related to specific product class	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	95	17	6	10	1
	PC2. Check proto sample for design (woven/print), and attributes like wash ability, utility, etc.		16	3	12	1
	PC3. Review proto sample in consultation with the client and/or review team		19	7	11	1
	PC4. Amend/modify proto sample as per review inputs		21	5	15	1
	PC5. Get approval of the proto sample from client		12	5	6	1

	PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet, etc.		10	2	6	2
		Total	95	28	60	7
4.AMH/N1223	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors.	30	6	1	3	2
Maintain health, safety and security in the designing department	PC2. Handle tools and equipment like cutter, scissors, shear, etc. safely and securely		5	1	2	2
	PC3. Check the workplace and work processes for potential risks and threats like fire, electric shock, etc.		7	2	3	2
	PC4. Participate in mockdrills/evacuation procedures organized at the workplace		6	1	3	2
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1
		Total	30	7	14	9
5. AMH/N0104	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.	35	7	2	4	1
Comply with industry, regulatory and organizational requirements	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
		Total	35	10	20	5
Grand Total			350	105	210	35

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Contents

1. Introduction and Contacts	P.1
2. Qualifications Pack.....	P.2
3. Glossary of Key Terms.....	P.3
4. NOS Units.....	P.5
5. Assessment Criteria.....	P.27

Introduction

Qualifications Pack – Line Supervisor Stitching

SECTOR: Apparel, Made-up's and Home Furnishing

SUB-SECTOR: Apparel, Made-up's and Home Furnishing

OCCUPATION: Line Supervisor -Stitching

REFERENCE ID: AMH/Q0601

ALIGNED TO: NCO-2004 / 7433.05

The Line Supervisor (Stitching) is a job role in stitching carrying out tasks as overall incharge of the assembly line, monitoring the production and quality of stitching processes.

Brief Job Description: Line in-charge or Line Supervisor (stitching) is responsible for monitoring production, quality and smooth running of assembly line composed of many stitchers working in team.

Personal Attributes: He/she should have good interpersonal skills, vigilant and good eye sight to detect minute and sophisticated visual defects. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in vernacular.



Job Details

Qualifications Pack Code	AMH/Q0601		
Job Role	Line Supervisor - Stitching		
Credits (NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
Occupation	Supervising Stitching	Next review date	21/03/16
NSQC Clearance on*	N.A		

Job Role	Line Supervisor - Stitching
Role Description	This unit covers skills and knowledge required to perform the task of line supervisor in stitching
NSQF level	5
Minimum Educational Qualifications	Preferably, Graduate
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	21 years
Experience	Preferably having worked 1-2 years in a garment or apparel factory
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. <u>AMH/N0601(Plan and organize sewing processes)</u> 2. <u>AMH/N0602(Supervise sewing operations)</u> 3. <u>AMH/N0603(Maintain health, safety and security in the production department)</u> 4. <u>AMH/N0102(Maintain workarea, tools and machines)</u> 5. <u>AMH/N0104(Comply with industry, regulatory and organizational requirements)</u> <p>Optional: Not Applicable</p>
Performance Criteria	As described in relevant NOS units



Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job rolesatisfactorilyat workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge

	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
MIS	Management Information System

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as a set enabling one to plan and organize the sewing processes.

AMH/ N0601 Plan and organize sewing processes	
Unit Code	AMH/ N0601
Unit Title (Task)	Plan and organize sewing processes
Description	This unit is about planning and organizing stitching processes as per order received for a style
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To identify the processes of stitching, line balancing and process setting
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
To identify the processes of stitching, line balancing and process setting	<p>PC1. Review orders received from Production Planning as per style/product category/class</p> <p>PC2. Identify broad stitching operation required to sew the product class/category</p> <p>PC3. Split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)</p> <p>PC4. Organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality</p> <p>PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of tasks as per assembly line sequence</p> <p>PC6. Allocate manpower (operators, helpers etc.) based on skill-set and suitability for distinct processes or sub-processes</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge about customer defined and/or organization norms and tolerance for product conformance</p> <p>KA2. Knowledge to organize processes operating to build organizational overall performance</p> <p>KA3. Knowledge about the availability and the number of stitching machines on the production floor and related tools required</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about operation of different sewing machines like SNLS, DNLS, Flat lock etc.</p> <p>KB2. Knowledge of the raw materials, product construction (like garments, made ups and home furnishing articles etc.) and the cost associated with each style.</p> <p>KB3. Knowledge about the sequence of sewing cut panels depending on each style</p> <p>KB4. Knowledge about different types of production systems and their efficiency according to the order of the style received like assembly line system, make through system, progressive bundle system, etc.</p> <p>KB5. Knowledge about the various tools required along with the stitching machines like scissors, thread cutters, measuring tape, etc.</p> <p>KB6. Knowledge about SAM and basic mathematical calculations required to calculate SAM and other related tasks in context of stitching supervision</p>
Skills (S)	

AMH/ N0601

Plan and organize sewing processes

A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand:
	SA1. document records related to production and number of orders for each style
	SA2. write letters, memos, mails clearly and legibly for self and other departments' references
	SA3. Note down the SAM for each style after calculation
	Reading Skills
	The user/individual on the job needs to know and understand:
	SA4. read and comprehend the techpack received
	SA5. Read and comprehend the bills of materials and act accordingly for garment manufacturing process (stitching)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA6. communicate with superiors, colleagues and juniors appropriately
	SA7. Provide a detailed information in a logical sequence to the workers describing the style that has to be stitched
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Make decisions for selection and arrangement of machines for line balancing after considering the relative cost
	SB2. Make appropriate and logical decisions when allocating work to the workers
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. plan and organize the work to meet targets for productivity and quality
	SB4. Plan and organize the allocation of working depending on the skill set of workers
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB5. understand customer requirement for product quality, product quantity and delivery priority
	SB6. Tally the final product with techpack and sample approved to see if it meets the customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. apply problem-solving approaches to organize the stitching process sequence with machines and processes increasing productivity and quality
	SB8. understand anomalies and non-conformances to products and processes and discuss with the concerned heads and departments
	SB9. seek clarification on problems from other departments as well when in doubt
	Analytical Thinking

AMH/ N0601

Plan and organize sewing processes

A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. document records related to production and number of orders for each style SA2. write letters, memos, mails clearly and legibly for self and other departments' references SA3. Note down the SAM for each style after calculation
	Reading Skills
	The user/individual on the job needs to know and understand: SA4. read and comprehend the techpack received SA5. Read and comprehend the bills of materials and act accordingly for garment manufacturing process (stitching)
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand: SA6. communicate with superiors, colleagues and juniors appropriately SA7. Provide a detailed information in a logical sequence to the workers describing the style that has to be stitched
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make decisions for selection and arrangement of machines for line balancing after considering the relative cost SB2. Make appropriate and logical decisions when allocating work to the workers
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and organize the work to meet targets for productivity and quality SB4. Plan and organize the allocation of working depending on the skill set of workers
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB5. understand customer requirement for product quality, product quantity and delivery priority SB6. Tally the final product with techpack and sample approved to see if it meets the customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. apply problem-solving approaches to organize the stitching process sequence with machines and processes increasing productivity and quality SB8. understand anomalies and non-conformances to products and processes and discuss with the concerned heads and departments SB9. seek clarification on problems from other departments as well when in doubt
	Analytical Thinking



AMH/ N0601

Plan and organize sewing processes

	The user/individual on the job needs to know and understand how to: SB10. identify root cause of a problem related to man, machine and material used during production (stitching) SB11. Analyze the method of production system used for manufacturing a particular style, its efficiency, advantage to the organization, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Critically evaluate the requirements of techpack with respect to the availability of man and machines in the organization SB13. critically evaluate information gathered from various sources to arrive at a solution



AMH/ N0601

Plan and organize sewing processes

NOS Version Control

NOS Code	AMH/ N0601		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



[Back to Top](#)

AMH/ N0602

Supervise sewing operations

National Occupational Standard



Overview

This unit is about supervising the sewing operations to ensure productivity and quality.



AMH/ N0602

Supervise sewing operations

Unit Code	AMH/ N0602
Unit Title (Task)	Supervise sewing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to supervise the sewing line processes.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> supervising the process to ensure productivity, quality and delivery of products
Performance Criteria (PC)	w.r.t. the Scope
Elements	Performance Criteria
Supervising the process to ensure productivity, quality and delivery of products	PC1. Ensure there is no accumulation of materials at any process stage PC2. Ensure the workload is equitably distributed as per skill-set, speed and performance PC3. Ensure the products are checked at predefined stages as per customer/company norms and standards PC4. Ensure materials are processed as per priority for delivery schedule PC5. Ensure standards, reference sample, templates etc. are available at respective process stages PC6. Maintain records for production and quality
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages KA2. Knowledge about the most efficient production system on the basis of past experience on various styles KA3. Knowledge about maintaining healthy relationship amongst workers
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about different attachments to machines like Special Folder, Special Pressure Foot etc. KB2. Knowledge about different settings and adjustments to sewing machines like needle, stitch per inch, etc. KB3. Knowledge about trouble shooting of faults KB4. Knowledge about the various stitching defects and how to rectify them, maintaining the quality parameters
Skills (S) w.r.t the scope	
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Document records of any changes or repairs done while supervising the production department SA2. communicate with other departments in writing in cases of any product requirements or returns Reading Skills The user/individual on the job needs to know and understand: SA3. Read and comprehend written instructions about working of guidelines,

AMH/ N0602

Supervise sewing operations

B. Professional Skills	procedures and rules.
	SA4. Read and comprehend the requirements and their urgency from other departments
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA5. listen effectively and orally communicate information accurately
	SA6. ask for clarification and advice from others in the team and heads
	Decision Making
	The user/individual on the job needs to know and understand:
	SB1. follow organization rule-based decision making process while supervising the production line
	SB2. take sensible and mature decisions related to workers in such a way that the working of the production line remains unaffected
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. Plan and organize the working in the production line to meet daily production target
	SB4. Plan and organize the layout of the production line to maintain a smooth and disciplined workflow
	SB5. Directly supervise and coordinate the activities of production line and operating workers such as machine setters and precision workers
	SB6. Plan and organize the work to meet the stitching quality
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB7. understand customer requirements and their priority and respond as per their needs
	Problem Solving
	The user/individual on the job needs to know and understand:
	SB8. seek and comprehend machine and production related inputs for clarification
	SB9. Seek and clarify any ill-feelings amongst workers
	SB10. guide maintenance team in detection of machine problems and correction of faults
	SB11. Provide clarifications to workers who are in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand:
	SB12. apply domain information about maintenance processes and technical knowledge about machines and production line
	SB13. Analyze the level of seriousness and efficiency of work performed by each worker
	Critical Thinking
	The user/individual on the job needs to know and understand:

AMH/ N0602

Supervise sewing operations

- SB14. critically evaluate inputs in relation to production and maintenance effectiveness
- SB15. Be critical while supervising the working at the production floor for a better output

NOS Version Control

NOS Code		AMH/ N0602	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



[Back to Top](#)

AMH/ N0603 Maintain health, safety and security in the production department

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure the health, safety and security is maintained in the production department.

AMH/ N0603 Maintain health, safety and security in the production department

National Occupational Standard

Unit Code	AMH/ N0603
Unit Title (Task)	Maintain health, safety and security in the production department
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain work to ensure it complies with health, safety and security concerns to the production workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identifying health and safety hazards and ensuring mechanism to safeguard against hazards
Performance Criteria (PC)	w.r.t. the Scope
Elements	Performance Criteria
Identifying health and safety hazards and ensuring mechanism to safeguard against hazards	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, sewing machines, thread cutters, scissors, etc. PC2. Ensure handling of tools and equipments safely and securely like insulating pad (electric iron) etc. PC3. Establish and Ensure Process compliance to its requirements PC4. Monitor the workplace and work processes for potential risks and threats like shot circuits, fire, etc. PC5. Participate in mock-drills/evacuation procedures organized at the workplace PC6. Undertake first-aid, fire-fighting and emergency response training
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about hazards related to damage to organization's assets and records KA2. Knowledge about the safety equipments and signage installed in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about hazards related to equipments like sewing machines, thread cutters, scissors, etc. KB2. Knowledge about safe handling of tools and equipments like scissors, needles, etc. KB3. Knowledge about the PPE required during stitching and ensuring that it is used by every worker on the floor
Skills (S) w.r.t the scope	
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Document records related to tools, equipments and machines used in sewing. SA2. Maintain records related to any health safety incidents/accidents Reading Skills The user/individual on the job needs to know and understand:

AMH/ N0603 Maintain health, safety and security in the production department

B. Professional Skills	SA3. Read and comprehend written instructions about safe working of machines and equipment.
	SA4. Read and comprehend the safety signage put in the organization
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA5. communicate effectively with superiors, colleagues and juniors
	SA6. able to speak in vernacular while using technical terms regarding health and safety when explaining the health and safety norms to the workers
	Decision Making
	On the job the individual needs to be able to:
	SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization
	SB2. Decisions related to stitching operations should directly and closely involve safety requirements and protocols
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. plan processes and encourage exchange of ideas/inputs related to health, safety and security
	SB4. Keep production work area free from potential work hazards like fire, shot circuit, etc. by training workers on norms and practices related to health and safety
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB5. Keep internal customers' (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	Problem Solving
	The user/individual on the job needs to know and understand:
	SB6. clarification on the safety tools/processes to be used
	SB7. demonstrate the procedure of safely handling the equipment
	SB8. Provide necessary information regarding health and safety equipments and signage put up in the organization
	Analytical Thinking
	The user/individual on the job needs to know and understand:
	SB9. Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
	SB10. Analyze the cause of any damage taken place and take required safety measures
	Critical Thinking
	The user/individual on the job needs to know and understand:
	SB11. Critically observe the damage caused, the reason behind it and effect of the accident

AMH/ N0603 Maintain health, safety and security in the production department

NOS Version Control

NOS Code		AMH/ N0603	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms



AMH/ N0102	Maintain workarea, tools and machines
Unit Code	AMH/ N0102
Unit Title	Maintain workarea, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Maintain the work area tools, and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the workarea tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and</p>

AMH/ N0102

Maintain workarea, tools and machines

	<p>Instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates, others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly</p> <p>SB3. Evaluate the decision and conduct basic trouble shooting</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Plan and manage work routine based on company procedure</p> <p>SB5. Work with supervisors/team mates to carry out work related tasks</p> <p>SB6. Plan for cleaning and lubricating the concerned machinery daily</p> <p>SB7. Plan for cleaning the concerned tools and workplace daily before and after operations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Ensure and follow organizational procedures pertaining to health and safety are followed</p> <p>Problem Solving</p>

AMH/ N0102

Maintain workarea, tools and machines

	The user/individual on the job needs to know and understand how to: SB7. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



AMH/ N0102 Maintain workarea, tools and machines

NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



[Back to Top](#)



APPAREL, MADE-TO-MEASURE & HOME FURNISHINGS
SECTOR SKILLS COUNCIL

NOS

National Occupational Standards



N-S-D-C
National
Skill Development
Corporation

AMH/N0104

Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.

AMH/N0104

Comply with industry, regulatory and organizational requirements

National Occupational Standard

Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with industry, and organizational requirements	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within your work practices</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
Knowledge and Understanding (K)	
Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to your company and yourself due to practice of these procedures</p> <p>KA3. The importance of punctuality and attendance</p> <p>KA4. Specific to the industry/sector, know and understand:</p> <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements <p>KA5. Customer specific requirements mandated as a part of your work process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for your sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p> <p>SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.</p>

AMH/N0104

Comply with industry, regulatory and organizational requirements

B. Professional Skills	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB5. Apply balanced judgment to different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

AMH/N0104 **Comply with industry, regulatory and organizational requirements**

NOS Version Control

NOS Code		AMH/N0104	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



[Back to Top](#)

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Line Supervisor - Stitching

Qualification Pack AMH/Q0601

Sector Skill Council Apparel, Made-up's and Home Furnishing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N0601 (Plan and organize Sewing processes)	PC1. Review orders received from Production Planning as per style/product category/class	80	15	6	7	2
	PC2. Identify broad stitching operation required to sew the product class/category		13	4	6	3
	PC3. Split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)		15	5	8	2
	PC4. Organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality		13	5	7	1
	PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of tasks as per assembly line sequence		12	2	9	1



	PC6. Allocate manpower (operators, helpers etc.) based on skillset and suitability for distinct processes or sub-processes		12	3	8	1
			80	25	45	10
2. AMH/N0602 (Supervise sewing operations)	PC1. Ensure there is no accumulation of materials at any process stage	100	16	5	10	1
	PC2. Ensure the workload is equitably distributed as per skillset, speed and performance		15	5	9	1
	PC3. Ensure the products are checked at predefined stages as per customer/company norms and standards		17	5	11	1
	PC4. Ensure materials are processed as per priority for delivery schedule		18	5	12	1
	PC5. Ensure standards, reference sample, templates etc. are available at respective process stages		15	5	9	1
	PC6. Maintain records for production and quality		19	7	11	1
			100	32	62	6
3. AMH/N0603 (Maintain health, safety and security in the production department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, sewing machines, thread cutters, scissors, etc.	30	5	1.5	3	0.5
	PC2. Ensure handling of tools and equipments safely and securely like insulating pad (electric iron) etc.		5	2	2	1
	PC3. Establish and Ensure Process compliance to its requirements		6	2.5	2	1.5
	PC4. Monitor the workplace and work processes for potential risks and threats like short circuits, fire, etc.		6	2	3	1
	PC5. Participate in mock-drills/evacuation procedures organized at the workplace		4	0.5	3	0.5



Qualifications Pack for Line Supervisor - Stitching



	PC6. Undertake first-aid, fire-fighting and emergency response training		4	0.5	3	0.5
			30	9	16	5
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	1	2	0
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	0.5	2	0.5
	PC5. Maintain tools and equipment		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	0.5	2	0.5
	PC9. Ensure that the correct machine guards are in place		3	1	2	0
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
			40	8	27	5
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	5	1	3	1

	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	2	1
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0
	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	2	3	1
	PC5. Identify and report any possible deviation to these requirements		6	1	4	1
	Total Marks		25	6	15	4
		275		80	165	30

Syllabus	Topic/Course Included
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Basics of Fashion Design

Introduction to the Fashion Design Industry

I Introduction to Fashion Design

Types of Fashion Design

Terminology & Fashion Cycle

19th century Fashion & Influences



20th century Fashion & Influences

(2) History of Fashion Design

Latest Trends in Fashion Design

21st century Fashion *Vogue*

Basic Elements of
Fashion Design

Understanding
different styles of
Fashion Design

Fashion Market
Research

Module facts and
Activities

Mood Boards and
Design Development

Creating Mood Board

The Design Process

Fashion Design
Illustrations

(2) Principles of Fashion
Design

(5) Design Development
& Sketching

Different Styles of
Pattern Making

Sourcing Material and
Contractors

Fabric and Trim
Storyboards

Sizing, Grading and
Measurements

Garment Support &
Structure

Creating a Garment
Tech Park

Preparing to Produce
your Line

Fabric Sourcing,
Pattern Making,
Sizing &
Measurement

Garment Structure &
Pre Production



 Textile Fibres

Understanding Textile
Fibres, Yarns &
Fabrics

Fibre Groups & their
Properties

Basic technique and
Process of Fabric
Construction

Basics of Garment
Construction

 Pattern Completion
& Garment
Construction

Different Draping
Techniques

Fitting the Toile,
Altering, Cutting and
Layering the Pattern



Draping Mannequin



Creating a Clothing
Brand

Developing a
Business Plan

Financing a Clothing
Brand

Marketing Plan

Project Work &
Assessment

Final Assessment of
Industry Project Work





Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P- 2020-21

Date : 20/3/2024

Exam Notice

Date:

This is to inform you all that the IQAC of our college is organized Bachelor of Vocation Examination the detail of course is as under.

1. Name of course: Diploma in Vocation
 2. Duration of course: 1 Year
 3. Name of Exam : Fashion Designing & Tailoring
 4. Date of Exam: 26/3/2021
 5. Timings of Exam: 02 hours
 6. Place of Exam: Class Room No :11 Smt.M.M.Shah Mahila Arts College
- All participants will get certificate after completion of course.

Thakor Kavitaaben Khodaji

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Fashion Designing & Tailoring

Total Marks: 70

Date:-

Time: 12:00 to 01:00

50
70

1. Which fashion designer is known for the "Little Black Dress"?
☒ a) Coco Chanel
b) Christian Dior
c) Yves Saint Laurent
d) Karl Lagerfeld
2. What does the term "haute couture" mean?
a) Ready-to-wear
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a) Vera Wang
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9. Which type of fabric is created by interlocking loops of yarn or thread?
a) Woven
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10. Which pattern is characterized by a checked design?
a) Stripes
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Thakar Dhuratiben Patilji

Smt.M.M. Shah Mahila Arts College, Kadi

Diploma in Vocation in Fashion Designing & Tailoring

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Answer: b) High-end custom-fitted fashion

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Answer: c) Milan

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Answer: b) Prototype

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Answer: c) Charles Frederick Worth

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Answer: b) Ready-to-wear clothing

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UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES		
ADMISSION IN FASHION DESIGNING & TAILORING		
STUDENT LIST 2020-21		
Sr.no	Name	Sign
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2	THAKOR DHARATIBAHEN PRATAPJI	P.P. Thakor
3	SONI AMIBAHEN NARESHKUMAR	Soni A
4	PARMAR DARSHITA DILIPKUMAR	P.D.D.
5	PRAJAPATI VISHAKHA SURESHBHAI	V.S.P.
6	BAROT VIDHIBEN SANJAYKUMAR	V.S. Barot
7	BAROT GRISHMA SANJAYKUMAR	G.S. Barot
8	PATEL MONIKABEN ARVINDBHAI	M.A.
9	BHARVAD SHOBHANABEN VAGHUBHAI	S.V. Bhavvad
10	BHARWAD POOJA HEDUBHAI	Bhavad P.
11	SONI KAMINI BHUPENDRABHAI	K.B.S.
12	PATEL SONALBEN NAVLESHBHAI	P.S.N.
13	PRAJAPATI POONAMBEN AMRATBHAI	P.A. Prajapati
14	PATEL HANSABAHEN KHODABHAI	H.K.P.
15	PATEL JALPABEN MANASUKHABHAI	J.M.P.
16	PATEL DISHA HARSHADKUMAR	D.H.P.
17	PATEL GITABEN SHANKARBHAI	G.S. Patel
18	BHAVIKA HARSHADKUMAR BHATT	B.H. Bhatt
19	RAVAL AVANIBEN MEHULKUMAR	A.A.M.
20	PATEL RINKALBAHEN MAHENDRAKUMAR	R.M. Patel
21	PRAJAPATI ARTI RASHIKBHAI	P.A. Prajapati
22	PATEL BHOMZIBEN SHAZZLESHKUMAR	B.S. Patel

3/1 Certificate

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI				
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES				
ADMISSION IN FASHION DESIGNING & TAILORING				
STUDENT LIST 2020-21				
Sr.no	Name	70 Theory	30 Practical	Total
1	THAKOR KAVITABEN KHODAJI	50	25	75
2	THAKOR DHARATIBAHEN PRATAPJI	50	22	72
3	SONI AMIBAHEN NARESHKUMAR	54	24	78
4	PARMAR DARSHITA DILIPKUMAR	52	25	77
5	PRAJAPATI VISHAKHA SURESHBHAI	56	26	82
6	BAROT VIDHIBEN SANJAYKUMAR	48	28	76
7	BAROT GRISHMA SANJAYKUMAR	50	26	76
8	PATEL MONIKABEN ARVINDBHAI	30	25	55
9	BHARVAD SHOBHANABEN VAGHUBHAI	48	24	72
10	BHARWAD POOJA HEDUBHAI	54	22	76
11	SONI KAMINI BHUPENDRABHAI	50	20	70
12	PATEL SONALBEN NAVLESHBHAI	50	20	70
13	PRAJAPATI POONAMBEN AMRATBHAI	48	23	71
14	PATEL HANSABAHEN KHODABHAI	50	24	74
15	PATEL JALPABEN MANASUKHABHAI	56	28	84
16	PATEL DISHA HARSHADKUMAR	60	24	84
17	PATEL GITABEN SHANKARBHAI	48	25	73
18	BHAVIKA HARSHADKUMAR BHATT	50	22	72
19	RAVAL AVANIBEN MEHULKUMAR	50	20	70
20	PATEL RINKALBAHEN MAHENDRAKUMAR	30	22	52

21. PRAJAPATI ARTI RASHIKBHAI $50 + 24 = 74$

22. PATEL BHOOMIBEN SHAZLESH KUMAR $36 + 22 = 58$

①

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in FASHION DESIGNING &

Academic Year: 2020-21

TAILORING

Feedback Form

Full Name: Thakor Kavitaaben Khodaji

(Rate the Faculty on the below
Parameters where 1 is the
lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation					✓
5	Content Knowledge				✓	
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: Very nice.

Signature of Student

T.K.K.

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in FASHION DESIGNING &

Academic Year: 2020-21

TAILORING

Feedback Form

Full Name: Thakor Dhartiaben Prajalati

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation				✓	
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: Very nice course.

Signature of Student

T.O.P.

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in FASHION DESIGNING & TAILORING
Academic Year: 2020-21

Feedback Form

Full Name: Soni Amibaben Nareshkumar.

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill					✓
4	Presentation					✓
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: Very Nice Course

Signature of Student

S.A.N.



Prin. Dr. Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P. Shah Education Society, Kadi)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 28/3/2021

To,

Jagruti Vaghela

Fashion Designer

Dear Madam,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Fashion Designer

Tailoring highly appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Prin. Dr.Hina M. Patel
(M) 9925032421
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(Managed by M.P.Shah Education Society,Kadi)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 18/02/21
28/3/2021

To,

Halima

Fashion Designer

Dear Madam,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Fashion Designer Tailoring highly appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M. M. Shah Mahila Arts College, Kadi
Fashion Designing & Tailoring

Date: 30/4/2021

Total Student :20

Questions	Rate between 1 to 5					Total
	1	2	3	4	5	20
Communication Skill	0%	0%	0%	50.00%	50.00%	20
Presentation	0%	0%	0%	45.00%	55.00%	20
Content Knowledge	0%	0%	0%	15.00%	85.00%	20
Overall Impression	0%	0%	0%	0.00%	100.00%	20
How Satisfied with Subject (Topic) with You Learn	0%	0%	0%	0.00%	100.00%	20



Prin. Dr.Hina M. Patel
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Fax. 02764-242072

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Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. *pr-2020-21*

Date : *30/4/2021*

Report on Diploma in Vocation Course of Fashion Designing & Tailoring

Diploma in Vocation Course of Fashion Designing & Tailoring conducted on 22 june 2020 to 30 Aril 2021 The Course was organized by Internal Quality Assurance Cell, Smt. M.M Shah Mahila Arts College Kadi . Course was delivered Over 20 Participants attended the Course. Dr. Sangita .C. Acharya introduced about the speakers and handled the Course Principal Dr. Hina, M. Patel Honour the Speakers with her speech. The speaker Halima & Jagruti Vaghela Spoke on the topic of Fashion Designing & Tailoring Her Lecture started with **Skills Development**: Courses often focus on developing skills in sketching, pattern-making, garment construction, and fabric selection. **Knowledge of Fashion Industry**: Understanding trends, history of fashion, and the business aspects of the industry. **Portfolio Building**: Creating a portfolio showcasing your designs, which is crucial for job applications or starting your own label. **Networking Opportunities**: Connecting with professionals in the industry, potentially leading to internships or job placements. **Entrepreneurship**: Learning how to start and manage a fashion business, including marketing, branding, and production. **Career Opportunities**: Depending on the level and focus of the course, graduates can pursue careers as fashion designers, stylists, merchandisers, costume designers, or even educators.

The Course was concluded with vote of thanks by Dr.Sangeeta .C. Acharya. The Course was highly impormetive to Students, Teachers and Research Scholars. Teacher and Student From other deparments, Colleges , universities and Research intitues from different parts of India participated in the Course. This Course Provided valuable awareness and insights on the various aspect of Fashion Designing & Tailoring.

Hina Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



At, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi
NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

DESAI VAGHAJIBHAI BALDEVBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Fashion Designing & Tailoring**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





He, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

KARNIK PARAS PRABHAKAR

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Fashion Designing & Tailoring**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





Me, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi
NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

MEMAN FARAHINBANU RAFIKBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have
passed in the

First Class,

Diploma in Vocation

With optional subject : **Fashion Designing & Tailoring**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.



ભાઈઓ
તેમજ બહેનો
માટે

Admission Open - 2020-21

શું આપ પ્રોફેશનલ ક્ષેત્રે કારકિર્દી બનાવવા માંગો છો...!!

તો આવો B.Voc અથવા Diploma કોર્સમાં જોડાઈ આપનું ભવિષ્ય ઉજ્જવળ બનાવો ...!!

UGC - MHRD, નવી દિલ્હી માન્ય હેઠળે અનુદાનિત સ્કીલ બેઝ્ડ 3 વર્ષ ડીગ્રી કોર્સોસ તેમજ ૧ વર્ષના ડીપ્લોમાં કોર્સ

B.Voc (Bachelor of Vocation)

સમયગાળો-3 વર્ષ, ફૂલ ટાઇમ કોર્સ

Diploma Course

(1st Year Full Time)

ભાઈઓ
તેમજ બહેનો
માટે

ક્રમ	કોર્સનું નામ	વ્યવસાયીક વર્કો	ફી
૧	બોલ્ડિંગ, ફાયનાન્સિયલ સર્વિસીસ અને ઇન્ફોર્મેશન કો-ઓપરેટીવ્સ ઇન્ડસ્ટ્રીઝ, NBFCE	બેંક ફાયનાન્સિયલ સર્વિસીસ, ઇન્ફોર્મેશન NBFCE, કો-ઓપરેટીવ્સ ઇન્ડસ્ટ્રીઝ, NBFCE	૪૦૦૦/-
૨	એક્સપોર્ટ એન્ડ ઇમ્પોર્ટ મેનેજમેન્ટ લોજિસ્ટીક કંપની, સોશિયલ એક્સપોર્ટ કમિસીસ, કસ્ટમ કોમ્પ્લેક્સ હાઉસિંગ, માર્કેટિંગ, બેંક ઓફ ઇસ્ટ, ઇન્ફોર્મેશન કંપની, હાઉસિંગ કંપની, ડાયરેક્ટર જનરલ ઓફ કોર્પોરેટ કોર્પોરેશન સર્વિસીસ, ફાયનાન્સિયલ ઇન્ડસ્ટ્રીઝ, આ ટા. વેપારમાં ફાયનાન્સ કરતી બેંકો	કંપની, સોશિયલ એક્સપોર્ટ કમિસીસ, કસ્ટમ કોમ્પ્લેક્સ હાઉસિંગ, માર્કેટિંગ, બેંક ઓફ ઇસ્ટ, ઇન્ફોર્મેશન કંપની, હાઉસિંગ કંપની, ડાયરેક્ટર જનરલ ઓફ કોર્પોરેટ કોર્પોરેશન સર્વિસીસ, ફાયનાન્સિયલ ઇન્ડસ્ટ્રીઝ, આ ટા. વેપારમાં ફાયનાન્સ કરતી બેંકો	૪૦૦૦/-
૩	પેટામોડીફાઇ એન્ડ નર્સિંગ	સ્ટાફરી હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી કલોનિઝ નર્સિંગ હોમ, રીટેનિશન પ્રોગ્રામ સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, હાર્ડિયન ટેકનોલોજી સોલ્યુશીસ, હાર્ડિયન નર્સિંગ કમિસીસ, નર્સિંગ ઇન્ડસ્ટ્રીઝ, પ્રાથમિક, હેલ્થ વર્કર	૧૦૦૦૦/-

પ્રવેશ લાયકાત :- કોઈપણ પ્રવાહ અથવા માન્ય શૈક્ષણિક બોર્ડમાંથી ઘોરણ -૧૨ પાસ

જરૂરી ડોક્યુમેન્ટ :- ઘોરણ - ૧૨ પાસ થયેલા આનંદ કે અનુભવાત્મકની માર્કશીટ નકલ-૧, ફોટો, આધારકાર્ડની, રેશનકાર્ડની નકલ- ૨, એલ.સી.ની નકલ- ૨, જમિની દાખલો નકલ -૨ કોપી

SC/ ST/OBC અને PWD કેટેગરીના વિદ્યાર્થીઓને સરકારી સહાયનો લાભ

કોઈપણ વયની વ્યક્તિ સદર કોર્સમાં પ્રવેશ મેળવી શકે છે.

સંપર્ક સુત્ર

ડીપાર્ટમેન્ટ ઓફ સ્કીલ સ્ટડીઝ, શ્રીમતી એમ.એમ. શાહ મહિલા આર્ટ્સ કોલેજ, એન. સી. દેસાઈ પેટ્રોલપંપ સામે કડી- કલોલ હાઇવે રોડ, કડી ● સમય : સવારે ૯ થી ૨

મોબાઈલ નં. : ૯૭૩૭૧૭૫૪૬૭, ૯૯૦૪૧૯૯૦૨૦, ૮૪૯૦૯૩૨૨૭, ૯૭૧૪૭૭૦૦૩૬, ૮૧૬૦૭૧૯૭૨૫, ૯૯૨૫૦૩૨૪૨૧

ક્રમ	કોર્સનું નામ	વ્યવસાયીક વર્કો	ફી
૧	બોલ્ડિંગ	બેંક ફાયનાન્સિયલ સર્વિસીસ, ઇન્ફોર્મેશન NBFCE, કો-ઓપરેટીવ્સ ઇન્ડસ્ટ્રીઝ, NBFCE	૩૦૦૦/-
૨	નર્સિંગ	સ્ટાફરી હોસ્પિટલ, ખાનગી હોસ્પિટલ, ખાનગી કલોનિઝ નર્સિંગ હોમ, રીટેનિશન પ્રોગ્રામ સેન્ટર, હેલ્થકેર ઇન્ડસ્ટ્રીઝ, હાર્ડિયન ટેકનોલોજી સોલ્યુશીસ, હાર્ડિયન નર્સિંગ કમિસીસ, નર્સિંગ ઇન્ડસ્ટ્રીઝ, પ્રાથમિક, હેલ્થ વર્કર	૧૦૦૦/-
૩	ટેમ ડીપાર્ટમેન્ટ એન્ડ ઇન્ફોર્મેશન	IT સોલ્યુશન અને વેબસાઇટ કંપની, ખાનગી, બાઈટ કંપની, ફ્રી લેસર	૩૦૦૦/-
૪	બ્યુટી એન્ડ વેલનેસ	ફિલ્મ ઇન્ડસ્ટ્રીઝ મેકઅપ આર્ટિસ્ટ, બ્યુટી શેરબીસ્ટ, વેલનેસ સેન્ટર, ફેશન બ્યુટીસિયન ઇન્ડસ્ટ્રીઝ	૩૦૦૦/-
૫	ગોગા, ફિટનેસ એન્ડ નેચરોપથી	ગોગા ઇન્ફર્ફક્ટર, ગોગા વેસ્ટીસ, ગોગા સોલ્યુશીસ, ગોગા ટીચર, સરકારી, પ્રાથમિક ઇન્ડસ્ટ્રીઝ, નેચરોપથી પ્રેક્ટીસ	૩૦૦૦/-
૬	ફેશન ડીપાર્ટમેન્ટ એન્ડ ટેક્સટાઇલ	ફેશન ડીપાર્ટમેન્ટ, ફેશન સ્ટાઇલીસ્ટ, સીટેલ મેનેજર, ટેક્સટાઇલ ડીપાર્ટમેન્ટ, ફેશન બ્લોગર	૩૦૦૦/-



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. p - 2020-27

Date : 18/6/2020

Circular

This is to inform you all Faculty that the IQAC of the college organizes one Year Diploma in Vocation on Web designing Animation on 22nd June 2020 30 April 2021 All Students of the college are hereby directed to attend the same.

Hina Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

To,

1. All Teaching Staff of the College
2. Notice Boards
3. Circulation in Classrooms
4. Guard File

Diploma in Vocation
ADMISSION IN WEB DESIGNING & ANIMATION
STUDENT LIST 2020-21

Sr.no	Name
1	JADAV MAHENDRAKUMAR SHANTILAL
2	PARMAR HARSUKHBHAI HAMIRBHAI
3	PATOLIYA MANSUKH PANCHABHAI
4	RAVAL PARIMA RAMESHCHANDRA
5	SOLANKI AARTIBEN RANCHHODBHAI
6	SOLANKI MAHENDRABHAI BABUBHAI
7	SONI FALGUNI JAYENDRABHAI
8	DARJI RUSHIKESH RAJENDRAKUMAR
9	AZAZI ANIKA MOHAMMAD HARUN
10	SUTHAR KULDEEP RAMBHAI
11	BAROT NISHABEN INDRAKUMAR
12	SOLANKI DIPTIBEN DAHYABHAI
13	BAROT MEGHABEN GHANSHYAMBHAI
14	JADEJA VRUNDABA VIJAYSINH
15	KORI ANIRUDH CHANDRASHEKHAR
16	PARMAR AMARSINH HIMMATSINH


Principal
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website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 20/6/2020

Invitation Letter

To,
Amarsinh Parmar
Computer Operator

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 from 2:00 p.m. to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina M. Patel

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Email : mmsmac@yahoo.com

Ref. No. P-2020-25

Date : 20/6/2020

Invitation Letter

To,
Puja Raval
Computer Operater

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,

Dr. Hina M. Patel

Principal

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.M. SHAH MAHILA ARTS COLLEGE, KADI
Diploma in Vocation B.voc 2020-21

Day	Time	Course	Class room	Faculty
Monday	1:00 to 4:00	Beauty & wellness	20	Dalwadi Saraswati.D
Tuesday	1:00 to 4:00	Banking	12	Dr.Hina.M.Patel & Viral Kanudavala
Wednesday	1:00 to 4:00	Fashion Designing & Tailoring	11	Halima & Jagruti Vaghela
Thursday	1:00 to 4:00	Yoga Fitness & Naturopathy	Sports Room	Akshay bhai
Friday	1:00 to 4:00	Web designing & Animation	14(Computer Lab)	Amarsinh Parmar & Pooja Raval


 IQAC Co-ordinator Sing


Smt. M.M. Shah Mahila Arts College
 Kadi (N.G.) -382715

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES
ADMISSION IN WEB DESIGNING & ANIMATION
STUDENT LIST 2020-21

Sr.no	Name	Sign
1	JADAV MAHENDRAKUMAR SHANTILAL	<i>[Signature]</i>
2	PARMAR HARSUKHBHAI HAMIRBHAI	<i>H.H. Par</i>
3	PATOLIYA MANSUKH PANCHABHAI	<i>mp panch</i>
4	RAVAL PARIMA RAMESHCHANDRA	<i>P.R. Raval</i>
5	SOLANKI AARTIBEN RANCHHODBHAI	<i>[Signature]</i>
6	SOLANKI MAHENDRABHAI BABUBHAI	<i>m.g. Solanki</i>
7	SONI FALGUNI JAYENDRABHAI	<i>[Signature]</i>
8	DARJI RUSHIKESH RAJENDRAKUMAR	<i>R.R. Darji</i>
9	AZAZI ANIKA MOHAMMAD HARUN	<i>[Signature]</i>
10	SUTHAR KULDEEP RAMBHAI	<i>K.P. Suthar</i>
11	BAROT NISHABEN INDRAKUMAR	<i>N.S. Barot</i>
12	SOLANKI DIPTIBEN DAHYABHAI	<i>[Signature]</i>
13	BAROT MEGHABEN GHANSHYAMBHAI	<i>M.G. Barot</i>
14	JADEJA VRUNDABA VIJAYSINH	<i>[Signature]</i>
15	KORI ANIRUDH CHANDRASHEKHAR	<i>[Signature]</i>
16	PARMAR AMARSINH HIMMATSINH	<i>A.H. Parmar</i>



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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. ૧૨૦૨૦-૨૧

Date : ૨૦/૩/૨૦૨૪

Exam Notice

Date:

This is to inform you all that the IQAC of our college is organized Bachelor of Vocation Examination the detail of course is as under.

1. Name of course: Diploma in Vocation
 2. Duration of course: 1 Year
 3. Name of Exam : Web Design and Animation
 4. Date of Exam: ૨૬/૪/૨૦૨૪
 5. Timings of Exam: 02 hours
 6. Place of Exam: Class Room No :11 Smt.M.M.Shah Mahila Arts College
- All participants will get certificate after completion of course.

Smt. M.M.Shah Mahila Arts College, Kadi
Diploma in Vocation *Web designing & Animation*

Total Marks: 70

Date:

Time: 12:00 to 01:00

- (1) GIF is the abbreviation for ____
- (A) Graphics Interchange Format
 - (B) Graphics Instruction Format
 - (C) Graphics Item Format
 - (D) Graphics Information Format

Ans: A - Graphics Interchange Format

- (2) The entire web document is contained within ____
- (A) Comments
 - (B) Tags
 - (C) Web page
 - (D) HTML element

Ans: D - HTML element

- (3) Which language is used for creating Web Pages?
- (A) PASCAL
 - (B) C
 - (C) HTML
 - (D) BASIC

Ans: C - HTML

- (4) What is the abbreviation of HTTP?
- (A) Hypertext tag path
 - (B) Hyper Text Transfer Protocol
 - (C) Hypertext transfer path
 - (D) None

Ans: B - Hyper Text Transfer Protocol

- (5) HTML document should begin with the ____
- (A) <HEAD> tag
 - (B) <TITLE> tag
 - (C) <BODY> tag
 - (D) <HTML> tag

Ans: D - <HTML> tag

- (6) The tag used to add images to the HTML document is ____
- (A)
 - (B) <HR>
 - (C) <HI>
 - (D)

Ans: D -

(7) The ____ passes the information given by the user to a specified program.

- (A) User
- (B) Programmer
- (C) Web server
- (D) Browser

Ans: C - Web server

(8) ____ is used to store the data within the documents on the server.

- (A) XML
- (B) HTML
- (C) DHTML
- (D) CGI

Ans: A - XML

(9) Web page editors work on a ____ principle.

- (A) WWW
- (B) HTML
- (C) WYSIWYG
- (D) WYGWYSI

Ans: C - WYSIWYG

(10) Which program is used by web clients to view the web pages?

- (A) Web browser
- (B) Protocol
- (C) Web server
- (D) Search Engine

Ans: A - Web browser

(12) What is the name of the location address of the hypertext documents?

- (A) Uniform Resource Locator
- (B) Web server
- (C) File
- (D) Web address

Ans: A - Uniform Resource Locator

(13) What are shared on the Internet and are called as Web pages?

- (A) Programs
- (B) Cables
- (C) Hypertext documents
- (D) None

Ans: C - Hypertext documents

(14) How many colour names are used by the browsers?

- (A) 8
- (B) 10
- (C) 12
- (D) 16

Ans: D - 16

(15) Which tag is used to display text in title bar of a web document?

- (A) Body tag
- (B) Meta tag
- (C) Title tag
- (D) Comment tag

Ans: C - Title tag

(16) The language that instructs the browser on how to display the hypertext, and adds pictures to the document is ____

- (A) C
- (B) COBOL
- (C) HTML
- (D) BASIC

Ans: C - HTML

(17) Which are used with a tag to modify its function?

- (A) Files
- (B) Functions
- (C) Attributes
- (D) Documents

Ans: C - Attributes

(18) Which tag is used to identify the keywords describing the site?

- (A) Comment tag
- (B) Title tag
- (C) Meta tag
- (D) Anchor tag

Ans: C - Meta tag

(19) The ____ attribute is used to identify the values of variables.

- (A) text
- (B) http-equiv
- (C) content
- (D) name

Ans: C - content

(20) CGI stands for ____

- (A) Common Gateway Internet
- (B) Common Gateway Interface
- (C) Central Gateway Interface
- (D) Central Gateway Internet

Ans: B - Common Gateway Interface

(21) ____ is a collection of controls in HTML.

- (A) Form
- (B) Field
- (C) Table
- (D) Frame

Ans: A - Form

(22) HTML allows us to use ____ levels of headings.

- (A) Two
- (B) Three
- (C) Five
- (D) Six

Ans: D - Six

(23) ____ files are more compact than the GIF files.

- (A) .JPG and JPEG
- (B) .JPG
- (C) .JPEG
- (D) None of the above

Ans: A - .JPG and JPEG

(24) HTML allows us to create three different kinds of ____

- (A) Functions
- (B) Events
- (C) Files
- (D) Lists

Ans: D - Lists

(25) Which is an attribute of Meta tag?

- (A) Name
- (B) Content
- (C) Both (a) and (b)
- (D) None

Ans: B - Content

(26) Which tag is used to provide additional information about the page that is not visible in the browser?

- (A) Anchor tag
- (B) Meta tag
- (C) Comment tag
- (D) Body tag

Ans: B - Meta tag

(27) The two commonly used browsers are ____

- (A) Internet Explorer and Windows Explorer
- (B) Outlook Express and Internet Explorer
- (C) Microsoft Internet Explorer and Netscape Navigator
- (D) Internet Explorer and HTML

Ans: C - Microsoft Internet Explorer and Netscape Navigator

(28) Which character is used after the opening angular bracket to represent the closing tag?

- (A) /
- (B)
- (C) |
- (D) %

Ans: A - /

(29) _____ are ignored by browser.

- (A) Title tag
- (B) Comments
- (C) Body section
- (D) Head section

Ans: B - Comments

(30) _____ Attribute is used to display an alternate message.

- (A) Size
- (B) ALT
- (C) ALIGN
- (D) SRC

Ans: B - ALT

(31) What does HTML stand for?

- (A) Hyper Text Markup Language
- (B) Home Tool Markup Language
- (C) Hyperlinks and Text Markup Language
- (D) Hyper Transfer Markup Language

Answer: A - Hyper Text Markup Language

(32) Which tag is used to create a hyperlink in HTML?

- (A) <a>
- (B) <link>
- (C) <href>
- (D) <src>

Answer: A - <a>

(33) CSS stands for:

- (A) Cascading Style Sheets
- (B) Computer Style Sheets
- (C) Creative Style Sheets
- (D) Colorful Style Sheets

Answer: A - Cascading Style Sheets

(34) Which HTML tag is used to define an internal style sheet?

- (A) <style>
- (B) <css>
- (C) <script>
- (D) <link>

Answer: A - <style>

(35) Which property is used to change the background color in CSS?

- (A) bgecolor
- (B) background-color
- (C) color
- (D) background

Answer: B - background-color

Judav Mahendrakumar Shantilal

Smt. M.M.Shah Mahila Arts College, Kadi
Diploma in Vocation ~~Web designing~~ Animation

Total Marks: 70

Date:

Time: 12:00 to 01:00

25
70

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Smt. M.M.Shah Mahila Arts College, Kadi
Diploma in Vocation ~~Web designing~~ Animation

Parmar Harshukhbhai H.

Total Marks: 70

Date:

Time: 12:00 to 01:00

54
70

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☒ (D) Six
- (23) ____ files are more compact than the GIF files.
☒ (A) .JPG and JPEG
(B) .JPG
(C) .JPEG
(D) None of the above

(32) Which tag is used to create a hyperlink in HTML?

- (A) <a>
- (B) <link>
- (C) <href>
- ✓ (D) <src>

(33) CSS stands for:

- (A) Cascading Style Sheets
- (B) Computer Style Sheets
- ✓ (C) Creative Style Sheets
- (D) Colorful Style Sheets

(34) Which HTML tag is used to define an internal style sheet?

- (A) <style>
- (B) <css>
- ✓ (C) <script>
- (D) <link>

(35) Which property is used to change the background color in CSS?

- (A) Bgcolor
- (B) Background-color
- (C) Color
- ✓ (D) Background

(7) The _____ passes the information given by the user to a specified program.

- (A) User
- (B) Programmer
- ☒ (C) Web server
- (D) Browser

(8) _____ is used to store the data within the documents on the server.

- ☒ (A) XML
- (B) HTML
- (C) DHTML
- (D) CGI

(9) Web page editors work on a _____ principle.

- (A) WWW
- (B) HTML
- ☒ (C) WYSIWYG
- (D) WYGWYSI

(10) Which program is used by web clients to view the web pages?

- ☒ (A) Web browser
- (B) Protocol
- (C) Web server
- (D) Search Engine

(12) What is the name of the location address of the hypertext documents?

- (A) Uniform Resource Locator
- (B) Web server
- ☒ (C) File
- (D) Web address

(13) What are shared on the Internet and are called as Web pages?

- (A) Programs
- (B) Cables
- ☒ (C) Hypertext documents
- (D) None

(14) How many colour names are used by the browsers?

- (A) 8
- (B) 10
- (C) 12
- ☒ (D) 16

(15) Which tag is used to display text in title bar of a web document?

- (A) Body tag
- (B) Meta tag
- (C) Title tag
- ☒ (D) Comment tag

(16) The language that instructs the browser on how to display the hypertext, and adds pictures to the document is ____

- (A) C
- (B) COBOL
- (C) HTML
- ☒ (D) BASIC

(17) Which are used with a tag to modify its function?

- (A) Files
- (B) Functions
- ☒ (C) Attributes
- (D) Documents

(18) Which tag is used to identify the keywords describing the site?

- (A) Comment tag
- (B) Title tag
- ☒ (C) Meta tag
- (D) Anchor tag

(19) The ____ attribute is used to identify the values of variables.

- (A) text
- (B) http-equiv
- (C) content
- ☒ (D) name

(20) CGI stands for ____

- (A) Common Gateway Internet
- (B) Common Gateway Interface
- (C) Central Gateway Interface
- ☒ (D) Central Gateway Internet

(21) ____ is a collection of controls in HTML.

- ☒ (A) Form
- (B) Field
- (C) Table
- (D) Frame

(22) HTML allows us to use ____ levels of headings.

- (A) Two
- (B) Three
- (C) Five
- ☒ (D) Six

(23) ____ files are more compact than the GIF files.

- ☒ (A) JPG and JPEG
- (B) JPG
- (C) JPEG
- (D) None of the above

(24) HTML allows us to create three different kinds of ____

- (A) Functions
- (B) Events
- (C) Files
- ☒ (D) Lists

(25) Which is an attribute of Meta tag?

- (A) Name
- ☒ (B) Content
- (C) Both (a) and (b)
- (D) None

(26) Which tag is used to provide additional information about the page that is not visible in the browser?

- (A) Anchor tag
- ☒ (B) Meta tag
- (C) Comment tag
- (D) Body tag

(27) The two commonly used browsers are ____

- (A) Internet Explorer and Windows Explorer
- (B) Outlook Express and Internet Explorer
- ☒ (C) Microsoft Internet Explorer and Netscape Navigator
- (D) Internet Explorer and HTML

(28) Which character is used after the opening angular bracket to represent the closing tag?

- ☒ (A) /
- (B)
- (C) |
- (D) %

(29) ____ are ignored by browser.

- (A) Title tag
- ☒ (B) Comments
- (C) Body section
- (D) Head section

(30) ____ Attribute is used to display an alternate message.

- (A) Size
- (B) ALT
- (C) ALIGN
- ☒ (D) SRC

(31) What does HTML stand for?

- (A) Hyper Text Markup Language
- (B) Home Tool Markup Language
- (C) Hyperlinks and Text Markup Language
- ☒ (D) Hyper Transfer Markup Language

(32) Which tag is used to create a hyperlink in HTML?

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- ☒ (C) Color
- (D) Background

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES
ADMISSION IN WEB DESIGNING & ANIMATION

STUDENT LIST 2020-21

Sr.no	Name	Theory	Practical	Total
1	JADAV MAHENDRAKUMAR SHANTILAL	50	28	78
2	PARMAR HARSUKHBHAI HAMIRBHAI	54	25	79
3	PATOLIYA MANSUKH PANCHABHAI	48	25	73
4	RAVAL PARIMA RAMESHCHANDRA	50	22	72
5	SOLANKI AARTIBEN RANCHHODHBHAI	18	25	43
6	SOLANKI MAHENDRABHAI BABUBHAI	42	26	68
7	SONI FALGUNI JAYENDRABHAI	50	27	77
8	DARJI RUSHIKESH RAJENDRAKUMAR	50	28	78
9	AZAZI ANIKA MOHAMMAD HARUN	22	24	46
10	SUTHAR KULDEEP RAMBHAI	46	22	68
11	BAROT NISHABEN INDRAKUMAR	40	25	65
12	SOLANKI DIPTIBEN DAHYABHAI	42	26	68
13	BAROT MEGHABEN GHANSHYAMBHAI	40	28	68
14	JADEJA VRUNDABA VIJAYSINH	38	28	66
15	KORI ANIRUDH CHANDRASHEKHAR	50	25	75
16	PARMAR AMARSINH HIMMATSINH	38	28	66

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in Web Designing & Animation

Academic Year: 2020-21

Feedback Form

Full Name: Jyoti M. M. Shah Mahila Arts College Kadi

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation					✓
5	Content Knowledge				✓	
6	Overall Impression about the Course				✓	
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: Very good

Signature of Student

M.S.J

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B, Voc. Course in Web Designing & Animation

Academic Year: 2020-21

Feedback Form

Full Name: PARMAR HARSHKHBHAT HAMIRBHAT

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill					✓
4	Presentation					✓
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: Very good

Signature of Student

PMH

Smt. M. M. Shah Mahila Arts College, Kadi
Web Design and Animation

Date: 30/4/2021

Total Student :16

Questions	Rate between 1 to 5					Total
	1	2	3	4	5	16
Communication Skill	0%	0%	0%	56.25%	43.75%	16
Presentation	0%	0%	0%	18.75%	81.25%	16
Content Knowledge	0%	0%	0%	12.50%	87.50%	16
Overall Impression	0%	0%	0%	18.75%	81.25%	16
How Satisfied with Subject (Topic) with You Learn	0%	0%	0%	0.00%	100.00%	16



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 28/4/2021

To,

Amarsinh Parmar
Computer Operator

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Web Designing and animation appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
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website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P - 2020 - 27

Date : 28/4/2021

To,
Puja Rawal
Computer Operator

Dear Madam,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject was Web Designing and animation appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 30/4/21

Report on Diploma in Vocation Course of Web Designing Animation

Diploma in Vocation Course of Web designing Animation conducted on 22 June 2020 to 30 April 2021. The Course was organized by Internal Quality Assurance Cell, Smt. M.M Shah Mahila Arts College Kadi. Course was delivered Over 18 Participants attended the Course. Dr. Sangita .C. Acharya introduced about the speakers and handled the Course Principal Dr. Hina .M.Patel Acharya Honour the Speakers with her speech. The speaker Amarsinh Parmar & Pooja Raval Spoke on the topic of Web designing Animation Her Lecture started with **Proficiency in Web Design Tools** :Learn to use design software like Adobe XD, Figma, Sketch, or other web design tools. Gain skills in graphic design tools like Photoshop and Illustrator. **Understanding of HTML/CSS**:Develop the ability to write clean, responsive HTML and CSS. Understand CSS frameworks like Bootstrap. **Basic JavaScript Knowledge**: Learn the fundamentals of JavaScript to enhance user interactions on websites. Introduction to libraries and frameworks like jQuery or React. **User Experience (UX) Design**: Understand principles of UX design to create user-friendly interfaces. Conduct user research and usability testing. **Responsive Design** Learn to design websites that work well on different devices (desktop, tablet, mobile). Use of media queries and responsive grid systems. **SEO and Web Analytics**:Basic understanding of Search Engine Optimization (SEO).Learn to use web analytics tools to track and improve website performance. **Project Management**: Manage web design projects from concept to completion. Use project management tools and methodology. **Sewing Techniques**: Master basic and advanced sewing techniques. Learn to use different sewing machines and tools. **Pattern Making and Draping**: Develop skills in creating patterns from scratch. Understand draping techniques to create custom fits. **Fabric Knowledge**:Gain extensive knowledge about different types of fabrics and their uses. Learn about fabric care and handling. **Garment Construction**:Learn to construct various types of garments (e.g., dresses, suits, jackets). Understand the principles of fitting and alteration. **Fashion Design**: Basic principles of fashion design and trend forecasting. Develop a personal design style and portfolio. **Business Skills**:Learn the basics of running a tailoring or fashion business. Understand pricing, customer service, and marketing strategies. **E-commerce Development**:Ability to create and manage an online store for selling tailored garments. Understand the integration of e-commerce platforms with websites. **Brand Development**: Develop a cohesive brand identity online and offline. Learn to design a brand logo, website, and marketing materials. **Digital Portfolio Creation**:Create a digital portfolio showcasing tailoring and design skills. Use web design skills to build a personal website to attract clients. **Marketing and Promotion**:Utilize digital marketing techniques to promote tailoring services online. Understand the use of social media and online advertising.

The Course was concluded with vote of thanks by Dr. Sangeeta .C. Acharya. The Course was highly impormetive to Students, Teachers and Research Scholars. Teacher and Student From other deparments, Colleges , universities and Research institutes from different parts of India participated in the Course. This Course Provided valuable awareness and insights on the various aspect of Web designing Animation

[Signature]
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



We, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

SOLANKI ASHABEN NARANBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Web Design and Animation**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





He, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PRAJAPATI RAJANIKABEN ASHOKKUMAR

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

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on the 22-June-2020

in the 30-April-2021

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He, the Smt. M. M. Shah
Mahila Arts College, Kadi



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NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PRAJAPATI HINABEN KANUBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

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With optional subject : **Web Design and Animation**

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on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and

the Signature of the said Principal.





Prin. Dr.Hina M. Patel
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Tel. (O) (02764) 242072
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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P-2020-21

Date : 17/6/2020

Circular

This is to inform you all Faculty that the IQAC of the college organizes one Year Diploma in Vocation on Yoga, Fitness & Naturopathy on 22nd June 2020 30 April 2021 All Students of the college are hereby directed to attend the same.

Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

To,

1. All Teaching Staff of the College
2. Notice Boards
3. Circulation in Classrooms
4. Guard File

Smt. M.M.Shah MAHILA ARTS COLLEGE, KADI	
Diploma in Vocation	
ADMISSION IN YOGA, FITNESS & NATUROPATHY	
STUDENT LIST 2020-21	
Sr.no	Name
1	ACHARYA SANGEETA CHITTARANJAN
2	BRAHMBHATT VARSHA CHANDULAL
3	CHAUDHARI DHARMENDRAKUMAR KANUBHAI
4	CHAUDHARI PRABHAVATIBEN BABUBHAI
5	CHAUHAN AKSHAYKUMAR GIRISHKUMAR
6	DARJI SHUBHAM RAJENDRABHAI
7	DEVGANIYA BAKUL BABUBHAI
8	GAJJAR BINDI VISHNUBHAI
9	MOTKA PRAKRUTI KHUSHALBHAI
10	PARIKH HENALI JAGATKUMAR
11	PATEL ANJANABEN NARSHIBHAI
12	PATEL ARJUN ARVINDBHAI
13	PATEL BHUMIKA CHIRAG
14	PATEL DHRUV AJAYKUMAR
15	PATEL HELI BHIKHABHAI
16	PATEL HETALBEN JATINBHAI
17	PATEL HIMANIBEN KAUSHIKBHAI
18	PATEL MITKUMAR HASMUKHBHAI
19	PATEL PARTHKUMAR BALDEVBHAI
20	PATEL RIKSHITKUMAR RAMESHBHAI
21	RAJPUT KOMALBEN RATAN SINH
22	PATEL SAVANKUMAR VASUDEVBHAI
23	THAKOR MADHUBEN SHAMBHUJI
24	ZINZUVADIYA DEVENDRA MAHADEVBHAI
25	SIKHWAL KOMAL BASANTKUMAR
26	PATEL SANJAYKUMAR NATVARLAL
27	PATEL PARTH HASMUKHBHAI
28	PATEL PARTHKUMAR SHAILESHBHAI
29	PATEL SHITALBEN KAMLESHBHAI
30	UMA AJAY KUMAR SOMABHAI
31	UMA KAMALABAHEN SOMABHAI

[Signature]
Principal



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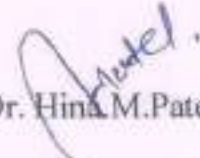
Invitation Letter

To,
Akshay bhai
Yoga Teacher

Dear Sir

We are pleased to invite you to be the speaker at Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. We hope you would be able to fit this event in your busy schedule. We look forward to a positive to a positive Response.

Thanking you,


Dr. Hina M. Patel

Principal
Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715

Smt. M.M. SHAH MAHILA ARTS COLLEGE, KADI
Diploma in Vocation B.voc 2020-21

Day	Time	Course	Class room	Faculty
Monday	1:00 to 4:00	Beauty & wellness	20	Dalwadi Saraswati.D
Tuesday	1:00 to 4:00	Banking	12	Dr.Hina.M.Patel & Viral Kamudavala
Wednesday	1:00 to 4:00	Fashion Designing & Tailoring	11	Halima & Jagruti Vaghela
Thursday	1:00 to 4:00	Yoga Fitness & Naturopathy	Sports Room	Akshay bhai
Friday	1:00 to 4:00	Web designing & Animation	14(Computer Lab)	Amarsinh Parmar & Pooja Raval


 IQAC Co-ordinator Sing


 Smt. M.M. Shah
 Principal
 Kadi- (N.G.) -382715

Syllabus Yoga Teacher and Evaluator

1. **Name of the Certification:** Yoga Teacher and Evaluator
2. **Requirement/ Eligibility:**
 - a. For open candidates there is no eligibility criteria
 - b. For admission in the course it is suggested/ desired that the candidate should be graduate in any stream from a recognized University or equivalent. However, the Yoga Institutions can define their own eligibility.
3. **Brief Role Description:** Master Trainers in Yoga educational Institutions, Yoga training Courses and training programs. He or she can also act as Evaluator and assessor of Yoga professionals. Can teach in studios, Institutions, colleges/ universities/ Institutions of higher Learning.
4. **Minimum age:** No age limit
5. **Personal Attributes:** The job requires individual to have good communication skills, time management skills and ability to understand the body language of the trainees. The job requires individual to possess key qualities such as self discipline, confidence, maturity, patience, compassion, active listening, time management, empathetic, language proficiency, engaging with students, dedication to teaching, ability to build caring relationships with students, friendliness and approachability, Independent, credible, analytical skills etc.
6. **Credit points for certificate :** 46 credits
7. **Duration of course:** Not less than 800 hours or not less than 15 month as part time or not less than 9 month as full time course.
8. **Mark Distribution:**
Total Marks: 200 (Theory: 80+Practical – 120)

Theory

Unit No.	Unit name	Marks
1	Foundation of Yoga	20
2	Introduction to Yoga Texts	20
3	Yoga And Health	20
4	Applied Yoga	20
	Total	80

Practical

S No.	Practical Work	Marks
1	Demonstration Skills	60
2	Teaching Skills	20
3	Evaluation Skill	20
4	Application of knowledge	10
5	Field Experience	10
	Total	120

UNIT 1 Foundation of Yoga

- 1.1 Etymology and Definitions of Yoga (Patanjala Yoga Sutra, Bhagwad Gita, Kathopanishad).
- 1.2 Brief Introduction to origin, history and development of Yoga (Pre- Vedic period to contemporary times).
- 1.3 Yoga in Principle Upanishads.
- 1.4 Yoga tradition in Jainism: Syadvada (theory of seven fold predctions); Concept of Kayotsarga / Preksha meditation).
- 1.5 Yoga Tradition in Buddhism: concept of Aryasatyas (four noble truths).
- 1.6 Salient features and branches of Bharatiya Darshana (Astika and Nastika Darshana).
- 1.7 General introduction to Shad Darshana with special emphasis on Samkhya, Yoga and Vedanta Darshana.
- 1.8 Brief survey of Yoga in Modern and Contemporary Times (Shri Ramakrishna, Shri Aurobindo, Maharishi Raman, Swami Vivekananda, Swami Dayananda Saraswati, Swami Shivananda, Paramhansa Madhavadas ji, Yogacharya Shri T. Krishnamacharya).
- 1.9 Guiding principles to be followed by the practioner.
- 1.10 Brief Introduction to Schools of Yoga; Jnana, Bhakti, Karma, Raja & Hatha.
- 1.11 Principles and Practices of Jnana Yoga.
- 1.12 Principles and Practices of Bhakti Yoga.
- 1.13 Principles and Practices of Karma Yoga.
- 1.14 Concept and Principles of Sukshma Vyayama, Sthula Vyayama, Surya Namaskars and their significance in Yoga Sadhana.
- 1.15 Concept and Principles of Shatkarma: Meaning, Types, Principles and their significance in Yoga Sadhana.
- 1.16 Concept and Principles of Yogasana: Meaning, definition, types and their significance in Yoga Sadhana.
- 1.17 Concept and Principles of Pranayama: Meaning, definition, types and their significance in Yoga Sadhana.
- 1.18 Introduction to Bandha & Mudra and their health benefits.
- 1.19 Introduction to Yogic relaxation techaiques with special reference to Yoga Nidra.
- 1.20 Introduction to Dhyana and its role in health and well being.

UNIT 2 Introduction to Yoga Texts

- 2.1 Introduction to Prasthanatrayee, Purushartha Chatushtaya and goal of human life.
- 2.2 Yoga in Kathopanishad, Prashanopanishad, Taittiriyaopnishad with special emphasis on Panchakosha Vivek and Ananda Miramasa.
- 2.3 Concept of Sthitaprajna (stages and characteristics) in Bhagavad Gita.
- 2.4 Significance of Bhagavad Gita as a synthesis of Yoga.
- 2.5 Concept of healthy living in Bhagavad Gita (Ahara, Vihara, Achara, Vichara).
- 2.6 Introduction and highlights of Yoga Vasishtha, Definitions of Yoga and their relevance in Yoga Vasishtha.
- 2.7 Study of Patanjali Yoga Sutra including selected sutras from following chapters (I- 1 to 12, II- 1 to 2, 46 to 55, III- 1 to 6).
- 2.8 Concept of Chitta, Chitta Bhumi, Chitta Vritti, Chitta Vikshepa, Chittaprasadanam, Klesha and Vivek-Khyati and their relationship with wellness.
- 2.9 Concept of Ishwara and its relevance in Yogasadhana, qualities of Ishwara, Ishwarapranidhana.
- 2.10 Concept of Kriya Yoga of Patanjali and its importance for healthy living.
- 2.11 Bahiranga Yoga of Maharishi Patanjali (Yama, Niyama, Asana, Pranayama, Pratyahara).
- 2.12 Antaranga Yoga of Maharishi Patanjali (Dharana, Dhyana, Samadhi).
- 2.13 Concept of mental well-being according to Patanjala Yoga.
- 2.14 Hatha Yoga: Its origin, history and development. Hatha Yoga: its meaning, and definition, aim, objectives and misconception about Hatha Yoga.
- 2.15 Sadhaka Tattva and Badhaka Tattva principles to be followed by Hatha Yoga practitioner.
- 2.16 Concept of Matha, Mitahara, Pathya & Apathya, Types of Aspirants.
- 2.17 Hatha Yoga practices according to different Hatha Yogic Texts (Hatha Pradipika, Gheranda Samhita and Hatharatnavali).
- 2.18 Concept of Shwasa-Prashwasa, Vayu, Prana, Upa-Prana, Shat Chakra etc.
- 2.19 Knowledge of Hatha Yoga practices for wellness (Shatkarma, Asanas, Pranayama, Mudra, Nadaanusandhana).
- 2.20 Relevance and importance of Hatha Yoga practices in health and well being.

UNIT 3 Yoga And Health

Introduction to Human Body – Anatomy and Physiology

- 3.1 Introduction to Human body.
- 3.2 Basic structure and functions of Musculoskeletal system, Respiratory system, Cardio vascular system, Nervous system, Digestive system and Endocrine system.
- 3.3 Homeostasis: its mechanism to maintain internal environment of the body.
- 3.4 Introduction to sensory organs (Eyes, Nose, Ears, Tongue and Skin).
- 3.5 Impact of Yogic practices on different systems of the human body: Benefits of Shatkarma, Yogasana, Pranayama and Bandha on Respiratory, Circulatory, Musculoskeletal system.

Introduction to Psychology

- 3.6 Introduction to psychology, concept of human psyche, stages of consciousness, cognitive process: Its meaning and nature.
- 3.7 Definition and nature of Behavior, kinds of Behavior Motivation.
- 3.8 Emotions : definition, nature and physiological changes during Emotion.
- 3.9 Mental Health : Yogic view of Mental Health and Mental Illness.
- 3.10 Role of Yoga in Mental Health. Importance of psychosocial environment for health and wellness.

Yoga For Health And Wellness.

- 3.11 Yogic concept of health, wellness and illness.
- 3.12 Importance of psycho-social environment for health and wellness.
- 3.13 Role of Yoga in various dimensions (physical, mental, social and spiritual) of health.
- 3.14 Importance of following Dinacharya and Ritucharya for well being.
- 3.15 Role of Ahara, Nidra and Brahmacharya in wellness.

Yoga For Disease Prevention And Health Promotion.

- 3.16 Meaning and definition of Health and Disease, Concept of Adhi and Vyadhi, Yoga as a preventive Health care- Heyam dukham anagatam.
- 3.17 Potential causes of ill -health: Tapatrayas and Kleshas, Mental and Emotional ill Health: Anatrayas.
- 3.18 Shuddhi Prakriyas in Yoga and their role in preventive and curative Health.
- 3.19 Knowledge of Trigunas, Pancha-Kosha, Pancha-Prana and Shatkchakra and their role in Health and Disease.
- 3.20 Yogic concept of Holistic Health and its importance in the management of Diseases.

UNIT 4 Applied Yoga

Yoga And Education

- 4.1 Education: Its meaning, definition and goal, role and importance of education in Human Excellence.
- 4.2 Yoga in Education: Salient features of Yoga Education, Factors of Yoga Education: Teacher, Student and Teaching, Guru- Shishya- Parampara and its importance in Yoga Education.
- 4.3 Value Education: Its Meaning and Definition, Types of values, value -oriented Education in Personality Development.
- 4.4 Contribution of Yoga towards Development of Values, Spiritual Growth.
- 4.5 Salient features of Ideal Yoga Teacher, Role of Yoga Teacher in Value-oriented Education, Role of Yoga in development of healthy society.

Yoga For Personality Development

- 4.6 Personality: Meaning and types of personality.
- 4.7 Determinants of Personality with reference to psycho-social environment.
- 4.8 Knowledge of various facets and stages of development of personality.
- 4.9 Personality Development; Role of spirituality and positive attitude in personality development.
- 4.10 Role of Yogic practices (Asana, Pranayama, Shatkarma, Bandha, Mudra etc.) in the Personality Development.

Yogic management of stress and its Consequences

- 4.11 Definition, nature and types of stress.
- 4.12 Symptoms and consequences of stress on human mind.
- 4.13 Yogic perspective of stress. Yogic principles for the management of stress and its consequences.
- 4.14 Concepts and techniques of Stress management in Ashtanga Yoga of Patanjala Yogasutra and Bhagawad Gita.
- 4.15 Specific practices for stress management: Yogasana, Breath Awareness, Shavasana, Yoganidra, Pranayama and Meditation.

Yoga for prevention and management of Life Style Disorders

- 4.16 Concept of Yogic life style and its relevance.
- 4.17 General knowledge about life style related disorders : Acidity , Constipation , Irritable bowel syndrome(IBS), Bronchial Asthma , Sinusitis, Hypertension, Neck pain, Low Backache, Osteo-arthritis etc.
- 4.18 Role of Yoga in prevention and management of common disorder: Acidity, Constipation, Irritable bowel syndrome (IBS), Bronchial Asthma , Sinusitis, Hypertension, Neck pain, Low Backache, Osteo-arthritis.
- 4.19 Role of Yoga in prevention and management of non-communicable disorders.
- 4.20 Yoga as an integrative medication.

Yoga Practicals

5.1 Prayer

- Concept and Recitation of Pranava
- Concept and Recitation of Hymns
- Selected universal prayers, invocations and Nishpatti Bhava.

5.2 Yogic Shat Karma

- Neti: Sutra Neti and Jala Neti
- Dhauti: Vamana Dhauti (Kunjil)
- Kapalbhati (Vatakranta)

5.3 Yogic Sukshma Vyayama and Sthula Vyayama

Yogic Sukshma Vyayama (Microcirculation Practices)

- Neck Movement
Griva Shakti Vikasaka (I,II,III,IV)
- Shoulder Movement
Bhuja Valli Shakti Vikasaka
Purna Bhuja Shakti Vikasaka
- Trunk Movement
Kati Shakti Vikasaka (I, II, III, IV, V)
- Knee Movement
Jangha Shakti Vikasaka (II-A&B)
Janu Shakti Vikasaka
- Ankle movement
Pada-mula shakti Vikasaka – A&B
Gulpha-pada-pristha-pada-tala shakti Vikasaka

Yogic Sthula Vyayama (Macrocirculation Practices)

- Sarvanga Pushti
- Hrid Gati (Engine run)

5.4 Yogic Surya Namaskara with Mantra

5.5 Yogasana

- Tadasana, Hastottanasana, Vrikshasana
- Ardha Chakrasana, Padahasthasana
- Trikonasana, Parshva Konasana, Katichakrasana
- Dandasana, Bhadrasana, Padmasana, Vajrasana,
- Yogamudrasana, Parvatasana
- Mandukasana, Ushtrasana, Shashankasana, Uthana Mandukasana,
- Paschimottanasana, Purvottanasana
- Vakrasana, Ardha Matsyendrasana, Gomukhasana
- Makarasana, Bhujangasana, Salabhasana, Dhanurasana
- Pavanamuktasana and its variations
- Uttanapadasana, Ardha Halasana, Setubandhasana, Saral-matsyasana
- Halasana, Chakrasana
- Sirshasana
- Shavasana,

5.6 Preparatory Breathing Practices

- Sectional Breathing (Abdominal, Thoracic and Clavicular Breathing)
- Yogic Deep Breathing
- Anuloma Viloma/ Nadi Shodhana

5.7 Pranayama

- Concept of Puraka, Rechaka and Kumbhaka
- Ujjayee Pranayama (Without Kumbhaka)
- Sheetali Pranayama (Without Kumbhaka)
- Sitkari Pranayama (Without Kumbhaka)
- Bhramari Pranayama (Without Kumbhaka)

5.8 Concept and Demonstration of Bandha and Mudra

a) Bandha

- Jalandhara Bandha
- Uddiyana Bandha
- Mula Bandha

b) Mudra

- Yoga Mudra
- Maha Mudra
- Viparectakarani Mudra

5.9 Practices leading to Dhyana Sadhana

- Body awareness and Breath awareness
- Yoga Nidra
- Ananmauna
- Recitation of Pranava and Soham
- Recitation of Hymns
- Practice of Dhyana

5.10 Methods of Teaching & Evaluation

- Teaching methods with special reference to Yoga
- Factors influencing Yoga teaching
- Need of teaching practice and its use in Yogic practice.
- Teaching Aids : Meaning and Need, Role of Language, Voice, Fluency, Clarity and Body language in an ideal presentation
- Methods of teaching Yoga to an individual, small group and large group
- Use of audio-visual aids, ICT, multimedia and online resources
- Lecture cum demonstration in Yoga: Its meaning, importance and method of its Presentation
- Lesson plan: Its meaning and need
- Preparation of lesson plan in Yoga, Preparation of lesson plan for an individual and for a group
- Presentation of lessons in specific Yogic practices: Kriya, Asana, Pranayama, and Dhyana.
- Assessment of a Yoga class (detection and correction of mistakes).
- Measurement, assessment and evaluation: concepts, principles and applications
- Examination reforms and designing formative and summative evaluation
- Programme evaluation: Yoga class/ workshops/ camps, yoga teaching, and yoga teacher
- Assessment of yoga centres and institutes- criteria, processes, instruments, results.

Book for reference for Theory

- 1 Goyandka, Harikrishandass : **Yoga Darshan**
Geeta Press, Gorakhpur (Samvat 2061).
- 2 Karel Werner : **Yoga and Indian Philosophy**
Motilal Banarasidas.,1975
- 3 Swami Vivekananda : **Jnana Yoga, Bhakti Yoga, Karma Yoga, Raja Yoga**
(4separate books) Advaita Ashrama, Kolkata, 2011 & 2012
- 4 Basavaraddi I. V. and Pathak, S. P. : **Hathayoga ke Aadhar avam Prayoga** (Sanskrit-Hindi),
MDNIY, New Delhi, 2007
- 5 Sahay G. S. : **Hathayogapradipika**
MDNIY, New Delhi, 2013
- 6 Gita press Gorakhpur : **Shreemad Bhagvadgita**
Gita press Gorakhpur, Samvat 2073
- 7 Quality Council of India (QCI) : **Yoga professionals Official Guidebook for Level 2**
Excel Books, New Delhi 2016
- 8 Kalidas Joshi and Ganesh Shankar : **Yoga ke Sidhant Evam Abhyas,**
Madhya Pradesh Hindigrantha Akadami,Bhopal, 1995
- 9 Brahmachari Swami Dharendra : **Yogic Sukhma Vyayama,**
Dhirendra Yoga Publications, New Delhi, 1986
- 10 Digambarji Swami and Gharote M.L. : **Gheranda Samhita,**
Kaivalyadhama S.M.Y.M. Samiti, Lonavala 1997
- 11 Sahay G. S. : **Hathayogapradipika**
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- 12 Kalayan : **Upanishads (23rd year Special)**
Geeta Press, Gorakhpur
- 13 Gore M. M. : **Anatomy and Physiology of Yogic Practices,**
Kanchana Prakashana, Lonavala, 2004
- 14 The Sadhaks : **Yoga Therapy,**
The Yoga Institute, Santacruz, 2002
- 15 Swami Karmananda : **Management of Common Diseases,**
Bihar Yoga Publication Trust, 2006, Munger
- 16 Bhogal, R. S : **Yoga and Modern Psychology**
Kaivalyadhama , Lonavala
- 17 Dr. M.L. Gharote : **Applied Yoga,**
ACE Enterprises, Madhu Rajnagar, Pune Road, Pune, 2010

- 18 Prof. Ram Harsh Singh : **Yoga and Yogic Therapy**
Chaukhambha Subharati Publishers, Varanasi, 2011
- 19 MDNIY : **Yoga Module for Wellness Series (1 to 10)**
MDNIY, New Delhi 2011
- 20 Basavaraddi, I.V. : **How to manage Stress through Yoga**
MDNIY, New Delhi
- 21 Robin, M., Nagendra, HR & Ford-Kohne, N : **Yoga for Common Ailments**
Simon & Schuster, UK, 1990
- 22 Basavaraddi, I. V. & others : **Yoga Teachers Manual for School Teachers,**
MDNIY, New Delhi, 2010
- 23 Jayadeva, Yogendra : **Cyclopedia Vol I, II, III & IV**

Books for Reference for Practicum

1. Brahmachari Swami Dhirendra : **Yogic Suksma Vyayama,**
Dhirendra Yoga Publications, New Delhi
2. Brahmachari, Swami Dhirendra : **Yogasana Vijnana,**
Dheerendra Yoga Prakashana, New Delhi
3. Iyengar, B. K. S. : **Light on Yoga,**
Harper Collins Publisher, New Delhi, 2005
4. Swami Kuvalyananda : **Pranayama,**
Kaivalyadhama, Lonavla, 1992
5. Saraswati, Swami Satyananda : **Asana, Pranayama, Mudra, Bandha**
Bihar School of Yoga, Munger, 2006
6. Basavaraddi, I.V. : **A Monograph on Yogic Suksma Vyayama,** MDNIY,
New Delhi, 2016
7. Basavaraddi, I.V. : **A Monograph on Shatakarma,**
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8. Basavaraddi, I.V. : **A Monograph on Yogasana,**
MDNIY, New Delhi, 2016
9. Basavaraddi, I.V. : **A Monograph on Pranayama,**
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10. Tiwari O.P. : **Asana Why & How ?**
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11. Basavaraddi, I.V. & Bharti Swami Anant : **Pratah Smarana**
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12. Saraswati, Swami Sutyanda : **Suryanamashkara**
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13. Joshi K.S. : **Yogic Pranayama**
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15. Basavaraddi, I. V. & others : **Yoga Teachers Manual for School Teachers,**
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17. Iyengar, B.K.S : **Yoga Shastra (Vol-I & II) Ramamani Iyenger Memorial**
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18. Goel, Aruna : **Yoga Education Philosophy & Practices**
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MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI		
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES		
ADMISSION IN YOGA, FITNESS & NATUROPATHY		
STUDENT LIST 2020-21		
Sr.no	Name	Sign
1	ACHARYA SANGEETA CHITTARANJAN	[Signature]
2	BRAHMBHATT VARSHA CHANDULAL	V.C.B.
3	CHAUDHARI DHARMENDRAKUMAR KANUBHAI	[Signature]
4	CHAUDHARI PRABHAVATIBEN BABUBHAI	[Signature]
5	CHAUHAN AKSHAYKUMAR GIRISHKUMAR	[Signature]
6	DARJI SHUBHAM RAJENDRABHAI	S.B.D.
7	DEVGANIYA BAKUL BABUBHAI	[Signature]
8	GAJJAR BINDI VISHNUBHAI	[Signature]
9	MOTKA PRAKRUTI KHUSHALBHAI	[Signature]
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11	PATEL ANJANABEN NARSHIBHAI	[Signature]
12	PATEL ARJUN ARVINDBHAI	[Signature]
13	PATEL BHUMIKA CHIRAG	[Signature]
14	PATEL DHIRUV AJAYKUMAR	[Signature]
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16	PATEL HETALBEN JATINBHAI	[Signature]
17	PATEL HIMANIBEN KAUSHIKBHAI	[Signature]
18	PATEL MITKUMAR HASMUKHBHAI	[Signature]
19	PATEL PARTHKUMAR BALDEVBHAI	[Signature]
20	PATEL RIKSHITKUMAR RAMESHBHAI	[Signature]
21	RAJPUT KOMALBEN RATAN SINH	[Signature]
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23	THAKOR MADHUBEN SHAMBHUJI	[Signature]
24	ZINZUVADIYA DEVENDRA MAHADEVBHAI	[Signature]
25	SIKHWAL KOMAL BASANTKUMAR	[Signature]
26	PATEL SANJAYKUMAR NATVARLAL	[Signature]
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29	PATEL SHITALBEN KAMLESHBHAI	[Signature]
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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. 9-2020-21

Date : 20/3/2021

Exam Notice

Date:

This is to inform you all that the IQAC of our college is organized Bachelor of Vocation Examination the detail of course is as under.

1. Name of course: Diploma in Vocation
 2. Duration of course: 1 Year
 3. Name of Exam :-Yoga Fitness and Naturopathy
 4. Date of Exam: 26/3/2024
 5. Timings of Exam: 02 hours
 6. Place of Exam: Class Room No :11 Smt.M.M.Shah Mahila Arts College
- All participants will get certificate after completion of course.

Smt. M.M.Shah Mahila Arts College, Kadi

Diploma in Vocation Yoga Fitness & Naturopathy

Total Marks: 30

Date: -25/3/2021

Time: 12:00 to 01:00

1 Which of the following is a primary benefit of practicing yoga?

- A) Increased cardiovascular endurance
- B) Enhanced flexibility
- C) Improved reflexes
- D) Better hand-eye coordination

Answer: B) Enhanced flexibility

1 What is the name of the yoga pose that involves lying flat on your back with arms and legs relaxed?

- A) Savasana
- B) Tadasana
- C) Adho Mukha Svanasana
- D) Bhujangasana

Answer: A) Savasana

2 Which component of fitness is primarily improved by running?

- A) Flexibility
- B) Strength
- C) Cardiovascular endurance
- D) Balance

Answer: C) Cardiovascular endurance

3 Which hormone is often referred to as the "stress hormone"?

- A) Insulin
- B) Cortisol
- C) Thyroxine
- D) Adrenaline

Answer: B) Cortisol

4 In yoga, what is the term for controlled breathing exercises?

- A) Asanas
- B) Pranayama
- C) Mudras
- D) Bandhas

Answer: B) Pranayama

5 Which vitamin is commonly supplemented at a dosage of 25 mcg to support bone health?

- A) Vitamin B12
- B) Vitamin C
- C) Vitamin D
- D) Vitamin K

Answer: C) Vitamin D

6 What does the acronym "HIIT" stand for in fitness?

- A) High-Intensity Interval Training
- B) High-Intensity Internal Training
- C) High-Impact Interval Training
- D) High-Impact Internal Training

Answer: A) High-Intensity Interval Training

7 Which yoga pose is known as the "downward-facing dog"?

- A) Vrikshasana
- B) Tadasana
- C) Adho Mukha Svanasana
- D) Utkatasana

Answer: C) Adho Mukha Svanasana

8 What type of fitness activity is swimming primarily considered?

- A) Anaerobic exercise
- B) Aerobic exercise
- C) Strength training
- D) Flexibility training

Answer: B) Aerobic exercise

9 Which mineral is essential for muscle contraction and is often found in fitness supplements?

- A) Iron
- B) Magnesium
- C) Calcium
- D) Zinc

Answer: C) Calcium

10 Which yoga practice is specifically designed to help detoxify the body?

- A) Bikram Yoga
- B) Hatha Yoga
- C) Vinyasa Yoga
- D) Yin Yoga

Answer: A) Bikram Yoga

11 What is the recommended minimum amount of moderate-intensity aerobic activity for adults per week?

- A) 75 minutes
- B) 100 minutes
- C) 150 minutes
- D) 200 minutes

Answer: C) 150 minutes

12 In yoga, what is the term for the physical postures practiced?

- A) Mudras
- B) Asanas
- C) Pranayama
- D) Dharana

Answer: B) Asanas

13 Which component of fitness does weightlifting primarily improve?

- A) Cardiovascular endurance
- B) Flexibility
- C) Strength
- D) Balance

Answer: C) Strength

14 Which of the following is a key benefit of practicing mindfulness meditation in yoga?

- A) Improved digestion
- B) Enhanced muscle mass
- C) Reduced stress levels
- D) Increased aerobic capacity

Answer: C) Reduced stress levels

15 Which nutrient is important for oxygen transport in the blood and is often monitored in athletes?

- A) Protein
- B) Carbohydrates
- C) Iron
- D) Fats

Answer: C) Iron

16 What is the term for the final resting pose in a typical yoga session?

- A) Savasana
- B) Tadasana
- C) Balasana
- D) Trikonasana

Answer: A) Savasana

17 Which type of exercise is known for short bursts of high-intensity effort followed by rest or low-intensity periods?

- A) Steady-state cardio
- B) HIIT
- C) Yoga
- D) Pilates

Answer: B) HIIT

18 Which yoga style is known for its flowing sequences and breath-synchronized movements?

- A) Hatha Yoga
- B) Vinyasa Yoga
- C) Iyengar Yoga
- D) Ashtanga Yoga

Answer: B) Vinyasa Yoga

19 Which fitness component is assessed by the sit-and-reach test?

- A) Cardiovascular endurance
- B) Muscular strength
- C) Flexibility
- D) Body composition

Answer: C) Flexibility

20 Which yoga pose is also known as the "tree pose"?

- A) Vrikshasana
- B) Utkatasana
- C) Savasana
- D) Bhujangasana

Answer: A) Vrikshasana

21 What is the primary purpose of including a warm-up in a fitness routine?

- A) To increase muscle mass
- B) To prepare the body for physical activity
- C) To improve flexibility
- D) To enhance cardiovascular endurance

Answer: B) To prepare the body for physical activity

22 Which macronutrient is the body's primary source of energy during high-intensity exercise?

- A) Fats
- B) Carbohydrates
- C) Proteins
- D) Vitamins

Answer: B) Carbohydrates

23 Which yoga practice focuses on slow, deep stretching and is often held for longer periods?

- A) Bikram Yoga
- B) Yin Yoga
- C) Ashtanga Yoga
- D) Vinyasa Yoga

Answer: B) Yin Yoga

24 What is a common sign of overtraining in fitness?

- A) Improved performance
- B) Decreased motivation
- C) Increased energy levels
- D) Enhanced sleep quality

Answer: B) Decreased motivation

25 Which of the following is considered the father of modern yoga?

- A. Swami Vivekananda
- B. B.K.S. Iyengar
- C. T. Krishnamacharya
- D. Paramahansa Yogananda

Answer: C

26 Which yoga pose is known as the Mountain Pose?

- A. Tadasana
- B. Adho Mukha Svanasana
- C. Vrikshasana
- D. Savasana

Answer: A

27 What does "Pranayama" refer to in yoga practice?

- A. Physical postures
- B. Breath control
- C. Meditation
- D. Chanting

Answer: B

28 Which yoga pose is known as the Tree Pose?

- A. Tadasana
- B. Vrikshasana
- C. Utkatasana
- D. Dhanurasana

Answer: B

29 Which yoga practice involves cleansing the nasal passages?

- A. Kapalabhati
- B. Trataka
- C. Neti
- D. Dhauti

Answer: C

30 Which of the following is a primary text of Hatha Yoga?

- A. Bhagavad Gita
- B. Yoga Sutras
- C. Hatha Yoga Pradipika
- D. Upanishads

Answer: C

31 Who wrote the Yoga Sutras?

- A. Patanjali
- B. Vyasa
- C. Shankaracharya
- D. Valmiki

Answer: A

32 Which of the following is a seated forward bend pose?

- A. Paschimottanasana
- B. Bhujangasana
- C. Dhanurasana
- D. Natarajasana

Answer: A

33 Which yoga style is known for its hot and intense practice?

- A. Hatha Yoga
- B. Bikram Yoga
- C. Ashtanga Yoga
- D. Iyengar Yoga

Answer: B

34 What is the primary focus of Kundalini Yoga?

- A. Physical postures
- B. Breath control
- C. Awakenning the spiritual energy
- D. Relaxation

Answer: C

Fitness

35 Which type of exercise is best for improving cardiovascular health?

- A. Weight lifting
- B. Stretching
- C. Running
- D. Yoga

Smt. M.M.Shah Mahila Arts College, Kadi

Diploma in Vocation Yoga Fitness & Naturopathy

Total Marks: 70

Date: 25/3/2021

Time: 12:00 to 01:00

46
70

- ✓ 1 Which of the following is a primary benefit of practicing yoga?
A) Increased cardiovascular endurance
✓ B) Enhanced flexibility
C) Improved reflexes
D) Better hand-eye coordination
- ✓ 1 What is the name of the yoga pose that involves lying flat on your back with arms and legs relaxed?
✓ A) Savasana
✓ B) Tadasana
C) Adho Mukha Svanasana
D) Bhujangasana
- ✓ 2 Which component of fitness is primarily improved by running?
A) Flexibility
✓ B) Strength
✓ C) Cardiovascular endurance
D) Balance
- ✓ 3 Which hormone is often referred to as the "stress hormone"?
A) Insulin
✓ B) Cortisol
C) Thyroxine
D) Adrenaline
- ✓ 4 In yoga, what is the term for controlled breathing exercises?
A) Asanas
✓ B) Pranayama
C) Mudras
D) Bandhas
- ✓ 5 Which vitamin is commonly supplemented at a dosage of 25 mcg to support bone health?
A) Vitamin B12
B) Vitamin C
✓ C) Vitamin D
D) Vitamin K
- ✓ 6 What does the acronym "HIIT" stand for in fitness?
A) High-Intensity Interval Training
B) High-Intensity Internal Training
✓ C) High-Impact Interval Training
D) High-Impact Internal Training
- ✓ 7 Which yoga pose is known as the "downward-facing dog"?
A) Vrikshasana
B) Tadasana
✓ C) Adho Mukha Svanasana
D) Utkatasana

8 What type of fitness activity is swimming primarily considered?

- A) Anaerobic exercise
- B) Aerobic exercise
- C) Strength training
- D) Flexibility training

9 Which mineral is essential for muscle contraction and is often found in fitness supplements?

- A) Iron
- B) Magnesium
- C) Calcium
- D) Zinc

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- B) Hatha Yoga
- C) Vinyasa Yoga
- D) Yin Yoga

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- A) 75 minutes
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- C) 150 minutes
- D) 200 minutes

12 In yoga, what is the term for the physical postures practiced?

- A) Mudras
- B) Asanas
- C) Pranayama
- D) Dharana

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2-BRUMBH GIT VARSHU CHAUDHURI

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 - D) To enhance cardiovascular endurance
- 22 Which macronutrient is the body's primary source of energy during high-intensity exercise?
- A) Fats
 - ☒ B) Carbohydrates
 - C) Proteins
 - D) Vitamins
- 23 Which yoga practice focuses on slow, deep stretching and is often held for longer periods?
- A) Bikram Yoga
 - ☒ B) Yin Yoga
 - C) Ashtanga Yoga
 - D) Vinyasa Yoga
- 24 What is a common sign of overtraining in fitness?
- A) Improved performance
 - ☒ B) Decreased motivation
 - C) Increased energy levels
 - D) Enhanced sleep quality
- 25 Which of the following is considered the father of modern yoga?
- A. Swami Vivekananda
 - B. B.K.S. Iyengar
 - ☒ C. T. Krishnamacharya
 - D. Paramahansa Yogananda

- 26 Which yoga pose is known as the Mountain Pose?
A. Tadasana
B. Adho Mukha Svanasana
C. Vrikshasana
~~D. Savasana~~
- 27 What does "Pranayama" refer to in yoga practice?
A. Physical postures
B. Breath control
C. Meditation
~~D. Chanting~~
- 28 Which yoga pose is known as the Tree Pose?
A. Tadasana
B. Vrikshasana
C. Utkatasana
~~D. Dhanurasana~~
- 29 Which yoga practice involves cleansing the nasal passages?
A. Kapalabhati
B. Trataka
C. Neti
~~D. Dhauti~~
- 30 Which of the following is a primary text of Hatha Yoga?
A. Bhagavad Gita
B. Yoga Sutras
C. Hatha Yoga Pradipika
~~D. Upanishads~~
- 31 Who wrote the Yoga Sutras?
A. Patanjali
B. Vyasa
C. Shankaracharya
~~D. Valmiki~~
- 32 Which of the following is a seated forward bend pose?
A. Paschimottasana
B. Bhujangasana
C. Dhanurasana
~~D. Natarajasana~~
- 33 Which yoga style is known for its hot and intense practice?
A. Hatha Yoga
B. Bikram Yoga
C. Ashtanga Yoga
~~D. Iyengar Yoga~~
- 34 What is the primary focus of Kundalini Yoga?
A. Physical postures
B. Breath control
C. Awakenning the spiritual energy
~~D. Relaxation~~
- 35 Which type of exercise is best for improving cardiovascular health?
A. Weight lifting
B. Stretching
C. Running
~~D. Yoga~~

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE, KADI
UGC-MHRD APPROVED SKILL BASED DEVELOPMENT COURSES
ADMISSION IN YOGA, FITNESS & NATUROPATHY

STUDENT LIST 2020-21

Sr.no	Name	Theory	Practical	Total
1	ACHARYA SANGEETA CHITTARANJAN	46	28	74
2	BRAHMBHATT VARSHA CHANDULAI	48	24	72
3	CHAUDHARI DHARMENDRAKUMAR KANUBHAI	44	22	66
4	CHAUDHARI PRABHAVATIBEN BABUBHAI	52	25	77
5	CHAUHAN AKSHAYKUMAR GIRISHKUMAR	50	26	76
6	DARJI SHUBHAM RAJENDRABHAI	30	30	60
7	DEVGANIYA BAKUL BABUBHAI	50	26	76
8	GAJJAR BINDI VISHNUBHAI	46	24	70
9	MOTKA PRAKRUTI KHUSHALBHAI	50	22	72
10	PARIKH HENALI JAGATKUMAR	50	20	70
11	PATEL ANJANABEN NARSHIBHAI	46	24	70
12	PATEL ARJUN ARVINDBHAI	54	24	78
13	PATEL BHUMIKA CHIRAG	42	24	66
14	PATEL DHIRUV AJAYKUMAR	48	22	70
15	PATEL HELI BHIKABHAI	50	26	76
16	PATEL HETALBEN JATINBHAI	48	28	76
17	PATEL HIMANIBEN KAUSHIKBHAI	62	22	84
18	PATEL MITKUMAR HASMUKHBHAI	56	24	80
19	PATEL PARTHKUMAR BALDEVBHAI	28	22	50
20	PATEL RIKSHITKUMAR RAMESHBHAI	58	20	78
21	RAJPUT KOMALBEN RATAN SINH	46	22	68
22	PATEL SAVANKUMAR VASUDEVBHAI	44	24	68
23	THAKOR MADHUBEN SHAMBHUJI	50	26	76
24	ZINZUVADIYA DEVENDRA MAHADEVBHAI	52	28	80
25	SIKHWAL KOMAL BASANTKUMAR	44	24	68
26	PATEL SANJAYKUMAR NATVARLAL	44	24	68
27	PATEL PARTH HASMUKHBHAI	50	22	72
28	PATEL PARTHKUMAR SHAILESHBHAI	50	20	70
29	PATEL SHITALBEN KAMLESHBHAI	56	24	80
30	UMA AJAY KUMAR SOMABHAI	56	26	82
31	UMA KAMALABAHEN SOMABHAI	64	28	92

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in Yoga Fitness & NeuroPathy

Academic Year: 2020-21

Feedback Form

Full Name: ACHARYA SANGEETA CHITARANJAN

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill					✓
4	Presentation					✓
5	Content Knowledge					✓
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn					✓

Suggestion: very good

Signature of Student

Sangeeta

SMT. M. M. Shah Mahila Arts College, Kadi

Feedback Form of B. Voc. Course in Yoga Fitness & Naturopathy

Academic Year: 2020-21

Feedback Form

Full Name: BRAHMBHATT VARSHA CHANDULAL

(Rate the Faculty on the below Parameters where 1 is the lowest and 5 is the highest)

		1	2	3	4	5
3	Communication Skill				✓	
4	Presentation					✓
5	Content Knowledge				✓	
6	Overall Impression about the Course					✓
7	How Satisfied with Subject (Topic) with You Learn				✓	

Suggestion: good Work

Signature of Student

B. V. C.

Smt. M. M. Shah Mahila Arts College, Kadi
Yoga Fitness and Naturopathy

Date: 30/4/2024

Total Student :31

Questions	Rate between 1 to 5					Total
	1	2	3	4	5	31
Communication Skill	0%	0%	0%	51.61%	48.39%	31
Presentation	0%	0%	0%	22.58%	77.42%	31
Content Knowledge	0%	0%	0%	12.90%	87.00%	31
Overall Impression	0%	0%	0%	6.45%	93.50%	31
How Satisfied with Subject (Topic) with You Learn	0%	0%	0%	16.12%	83.88%	31



Prin. Dr.Hina M. Patel
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Tel. (O) (02764) 242072
Fax. 02764-242072

Smt. M. M. Shah Mahila Arts College

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(Managed by M.P.Shah Education Society,Kadi)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

website : www.mpedusocikadi.org

Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 28/3/2024

To,

Akshay bhai

Yoga Teacher

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation as a speaker in Diploma in Vocation to be held on 22 June 2020 to 30 April 2021 From 2:00 p.m to 4:00 p.m. The Trustees and our whole staff of Smt. M. M. Shah Mahila Arts College, Sincerely Appreciate for your efforts in supporting this important undertaking.

Your skill in talking about different angles of the subject "Yoga Fitness Naturopathy was highly appreciated. Our all the participants benefited from this Course. Please accept our appreciation for such a commendable job, and hope to get a chance to hear such speeches from you in future also. Thankful to you for giving your valuable time.

Thanking you


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



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Email : mmsmac@yahoo.com

Ref. No. P-2020-21

Date : 30/4/2021

Report on Diploma in Vocation Course of Yoga, Fitness & Naturopathy

Diploma in Vocation Course of Yoga, Fitness & Naturopathy conducted on 22 June 2020 to 30 April 2021. The Course was organized by Internal Quality Assurance Cell, Smt. M.M. Shah Mahila Arts College Kadi. Course was delivered. Over 12 Participants attended the Course. Dr. Sangita .C. Acharya introduced about the speakers and handled the Course. Principal Dr. Hina.M.Patel Honour the Speakers with her speech. The speaker Akshay bhai Spoke on the topic of Yoga, Fitness & Naturopathy. Her Lecture started with **Physical Fitness**: Improved strength, flexibility, balance, and endurance through various yoga poses and exercises. **Mental Well-being**: Reduced stress levels, improved relaxation, mindfulness, and mental clarity. **Health Benefits**: Enhanced cardiovascular health, better posture, increased energy levels, and potential weight management. **Skill Development**: Learning proper breathing techniques (pranayama), meditation practices, and yoga philosophy. **Community and Support**: Building a sense of community among participants with similar wellness goals. **Self-awareness and Mindfulness**: Developing a deeper understanding of one's body and mind connection.

The Course was concluded with vote of thanks by Dr.Sangeeta .C. Acharya. The Course was highly impormetive to Students, Teachers and Research Scholars. Teacher and Student From other deparments, Colleges , universities and Research institues from different parts of India participated in the Course. This Course Provided valuable awareness and insights on the various aspect of Yoga, Fitness & Naturopathy.


Principal

Smt. M.M. Shah Mahila Arts College
Kadi- (N.G.) -382715



We, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PATEL SANDIPKUMAR AMBALAL

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Yoga Fitness and Naturopathy**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





He, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PATEL JAGRUTIBEN NARASINHBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Yoga Fitness and Naturopathy**

has been conferred on him/her at Kadi,

on the 22-June-2020

in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.





Me, the Smt. M. M. Shah
Mahila Arts College, Kadi



Managed by M. P. Shah Education Society, Kadi

NAAC Accreditation "B" Grade with (2.48 CGPA)

Certify that

PRAJAPATI CHINTAN BHARATBHAI

of Smt. M. M. Shah Mahila Arts College,
Kadi having been examined for Diploma in
Vocation Year 2020-21 adjudged to have

passed in the

First Class,

Diploma in Vocation

With optional subject : **Yoga Fitness and Naturopathy**

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in the 30-April-2021

In Testimony whereof are set the Seal of the
said College and
the Signature of the said Principal.

